



Direct Deposit is a faster and safer alternative to paper checks.

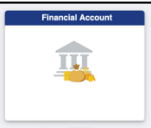
1. Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

Enter your **Username** and **Password** and click **login**

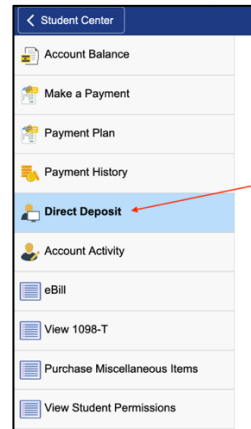
2. Click **Student Center**



3. Click **Financial Account**



4. Select **Direct Deposit**



5. Re-enter your **CUNYfirst password**

To protect the security of your bank account and future refunds, please verify your CUNYfirst credentials again to proceed with account updates.

Employee ID  
UserID  
Password

*Enter CUNYfirst password*

6. Verify **OTP Code**

Verify OTP Code

For added security, a one-time verification code has been sent to all of your email addresses registered in CUNYfirst. Use this code to proceed with updating your account. If you did not receive your verification code, please click on Cancel to go back and try again.

Enter Code

*Enter the one-time verification code*

Your CUNYfirst Account Update verification code is . Please note this code will expire in 15 minutes.

If you did not request a verification code, or if you believe an unauthorized person has accessed your account, reset your CUNYfirst password immediately and update your account information. Make sure to report this issue to your college Bursar's Office.

#### Protecting your banking information

- CUNY will never ask you to confirm your banking information via email.
- Always sign on to CUNYfirst Self Service to process transactions or review your account details.

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY TO THIS E-MAIL.



## 7. Add your **checking** or **savings** account ...

Home Search Menu

### Direct Deposit Details

Routing numbers are nine-digit numbers that identify your bank or credit union in a financial transaction.

**Bank Account Information**

**Routing Number** ⓘ

**Account Holder**

**Checking**

**Savings**

Is this a "checking" or "savings" account?

**Account Number**

**Confirm Account Number**

The person whose name is on a bank account.

The account number works in conjunction with the routing number. While the routing number identifies the financial institution's name, the account number—usually between eight and 12 digits—identifies your account.

**Agreement**

You are about to enroll in Direct Deposit for your refund and/or Work Study checks. Signing up for direct deposit will allow excess from financial aid refunds, Work Study and over payments applied to your student account to be deposited directly into your checking or savings account. You will receive your funds faster through this process instead of a check mailed to you.

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") my institution to credit any payments due to me via automated clearinghouse electronic fund transfer ("ACH") to the account(s) referenced above.

You may change your account information as necessary through self-service. Payments made through this process will be available in your account depending on timing of this submission.

We recommend that you print this page to retain a copy of this agreement for your records.

The agreement is dated

**Yes, I agree to the terms and conditions of this agreement.**  No

You must agree to the terms and conditions

Financial Institution Location is United  
Currency used is US Dollar

Submit to save; end of procedure

## End of Procedure

Home Search Menu

### Direct Deposit

You have successfully enrolled in direct deposit!

**Direct Deposit Details**

Account Type	Bank Name	Account Number
Checking	BANK OF ABC	XXXXXXXX

**Name:**  
**Institution:**  
**Emplid:**

Dear

This is an alert to protect the security of your direct deposit account with CUNY.

A CUNYfirst update has been made to your direct deposit account. You may already be aware of updating your existing **BANK OF ABC** direct deposit account on CUNYfirst Self Service. This update affects your future refunds (tuition and fee, financial aid) or work study payments.

**What Actions Should I Take Next?**

- Visit CUNYfirst Self-Service to confirm the accuracy of your Bank Code (Routing Number), Account Number, and Account Type.
- If you believe an unauthorized person has accessed your account, reset your CUNYfirst password immediately and update your account information. Make sure to report this issue to your college Bursar's Office.
- A CUNY administrator may have inactivated your direct deposit account because funds could not be loaded to the account you previously provided.
- Visit the student refunds webpage at [www.cuny.edu/studentrefunds](http://www.cuny.edu/studentrefunds) or contact your Bursar's Office for inquiries.

**Protecting your banking information**

- This message is to protect the security of your account.
- CUNY will never ask you to confirm your banking information via email.
- Always sign on to CUNYfirst Self Service to process transactions or review your account details.

Thank you.

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