Quick Reference Guide: Enroll in Direct Deposit

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

1. Type https://home.cunyfirst.cuny.edu in your browser's address bar, then **Enter** your **Username** and **Password** and click **login**

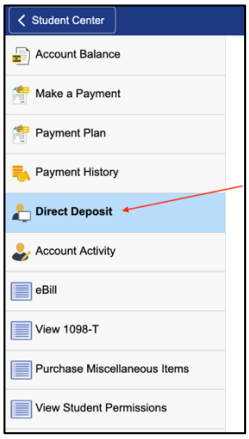
2. Click **Student Center**



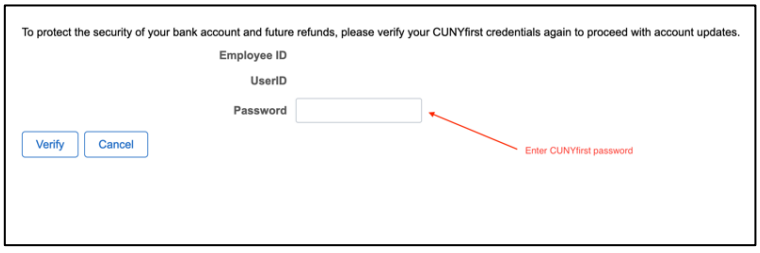
3. Click **Financial Account**



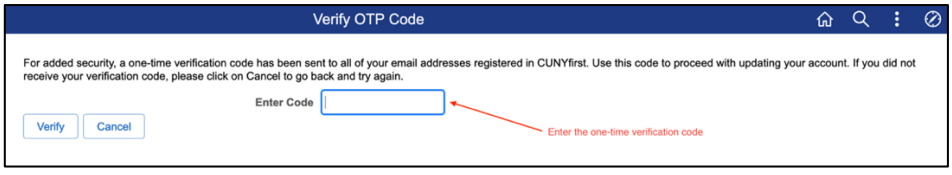
4. Select **Direct Deposit**



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



6. Verify **OTP Code**



Quick Reference Guide: Enroll in Direct Deposit

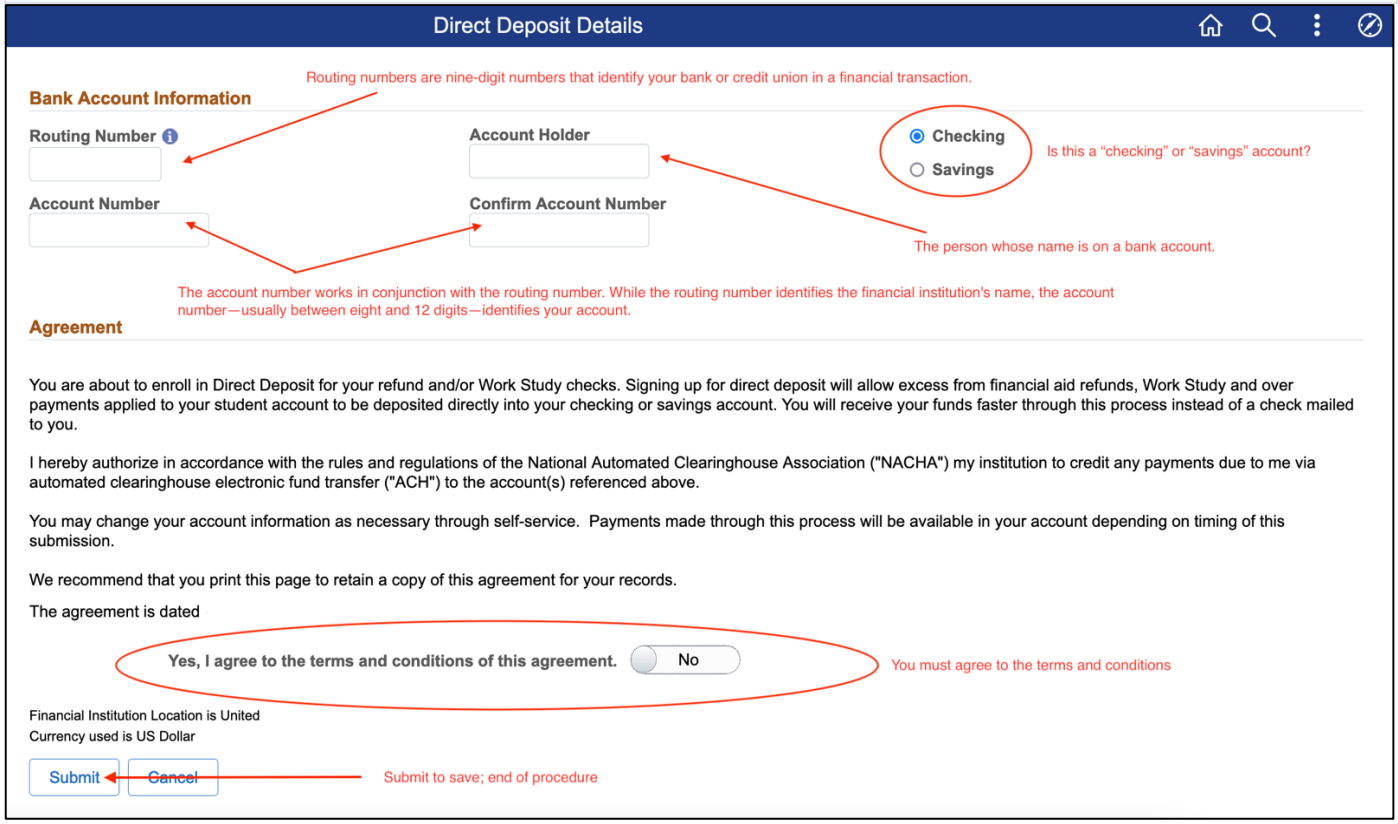
Your CUNYfirst Account Update verification code is . Please note this code will expire in 15 minutes.

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.

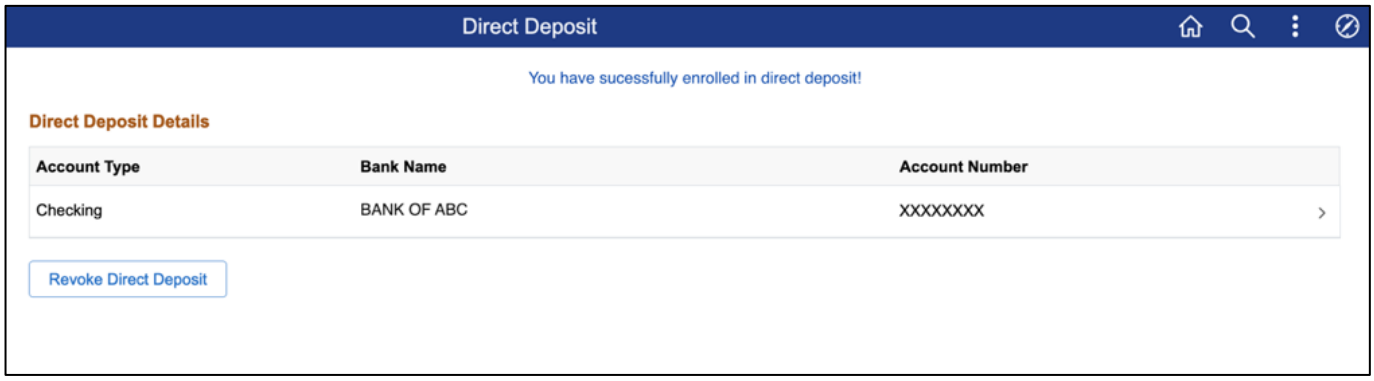
7. Add your checking or savings account:



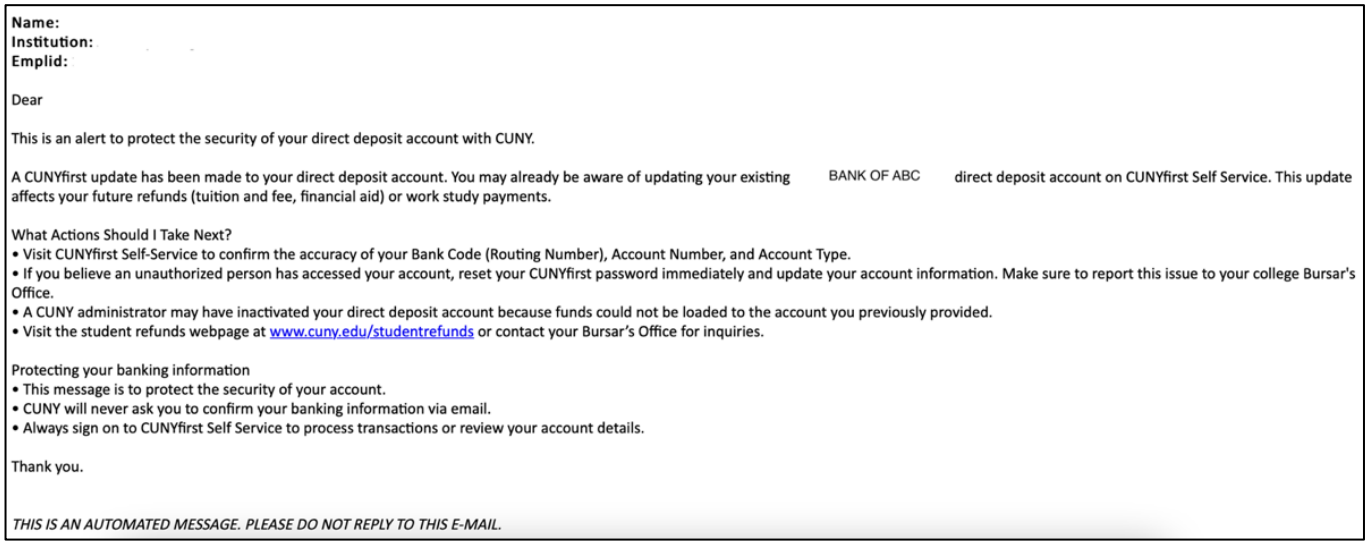
End of Procedure

Quick Reference Guide: Enroll in Direct Deposit

Your direct deposit account information will appear in CUNYfirst.



You may also receive a system-generated email confirming that an update or change was made to your Direct Deposit account.



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 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.

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