CSUDH Direct Deposit Instructions

Log in to Campus Portal

- Campus portal - [http://csudh.edu/](http://csudh.edu/)
- Click [MyCSUDH](http://csudh.edu/)

Signon:
- User ID – enter your campus user ID
- Password – enter your campus password

- Click [Sign In](http://csudh.edu/)

Click [Student Center](http://csudh.edu/)
Enroll in Direct Deposit

Features of this page:

1. **Account Type**: Click on the radio button to select "Checking" or "Saving". The selection cannot be blank.

   - **Note**: If you don't know where to locate your routing number and/or account number click on hyperlink.

2. **Routing Number**: Enter your routing number. This is a numeric only, 9 digit field. This is a required field.

3. **Account Number**: Enter your bank account number. This is a numeric only, 24 digit field. This is a required field.

4. **Confirm Account Number**: Enter your bank account number again. This is a numeric only, 24 digit field. This is a required field and must match the Account Number from step 3.

5. **Terms and Conditions**: Review the terms and conditions and check the box to acknowledge your agreement.

   - Click .
If “account number” & “confirm account number” do not match, you will receive a pop-up error message.

- Click [OK], then validate both “Account Number” and “Confirmation Account Number” are the same.

If you click [Cancel], this button will return you to the Enroll in Direct Deposit page.

If you Click [OK], you will continue to a second confirmation message as shown on next step.

You should receive this message to indicate you have successfully enrolled in direct deposit.

Click [OK].
Withdraw from Direct Deposit

➢ Log in to Campus Portal

➢ Under Finances

➢ Click Enroll In Direct Deposit

➢ Click withdraw from direct deposit to remove the direct deposit information on the page. **Future refunds will be sent as a paper check.**

➢ Prior to the deletion, you will receive a request to confirm the withdrawal, as well as a confirmation that it was completed as shown below.

➢ Click OK to withdraw from direct deposit.

➢ You should receive this message to indicate you have successfully withdrawn from direct deposit.

➢ Click OK.
Change Banking Information for Direct Deposit

- Log in to Campus Portal
- Under Finances, click Enroll In Direct Deposit
- Click .

**Account type, routing number and account number can be changed on this page once you have set up direct deposit.**

1. **Account Type:** Click on the radio button to select “Checking” or “Saving”. The selection cannot be blank. If you are changing from checking to savings or savings to checking, click on the appropriate radio button.

   - **Note:** If you don’t know where to locate your routing number and/or account number, click on hyperlink.

2. **Routing Number:** To enter a new routing number, delete the existing number and enter the new number. This is a numeric only, 9 digit field. This is a required field.

3. **Account Number:** To enter a new account number, delete the existing number and enter the new number. This is a numeric only, 24 digit field. This is a required field.

4. **Confirm Account Number:** Enter your bank account number again. This is a numeric only, 24 digit field. This is a required field and must match the Account Number from step 3.

5. **Terms and Conditions:** Review the terms and conditions and check the box to acknowledge your agreement.

   - Click .
If “account number” & “confirm account number” do not match, you will receive a pop-up error message.

Click **OK**, then validate both “Account Number” and “Confirmation Account Number” are the same.

If you click **Cancel** this button will return you to the Enroll in Direct Deposit page above. This means that you have not completed the steps to change your bank information.

If you Click **OK**, you will continue to a second confirmation message as shown on next step.

You should receive this message to indicate you have made changes to your bank information.

Click **OK**.