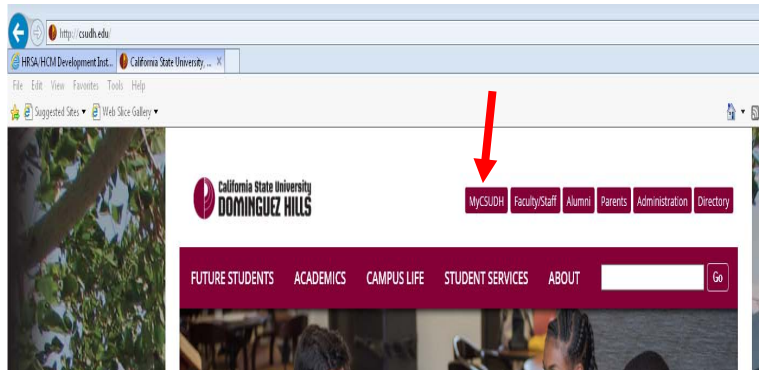


# CSUDH Direct Deposit Instructions

## Log in to Campus Portal

➤ Campus portal - <http://csudh.edu/>

➤ Click **MyCSUDH**

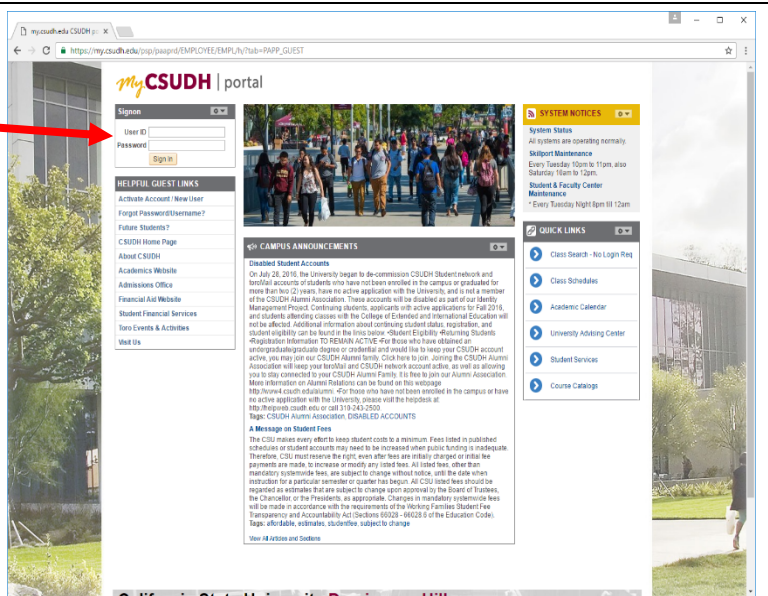


➤ Signon:

- ✓ User ID – enter your campus user ID

- ✓ Password – enter your campus password

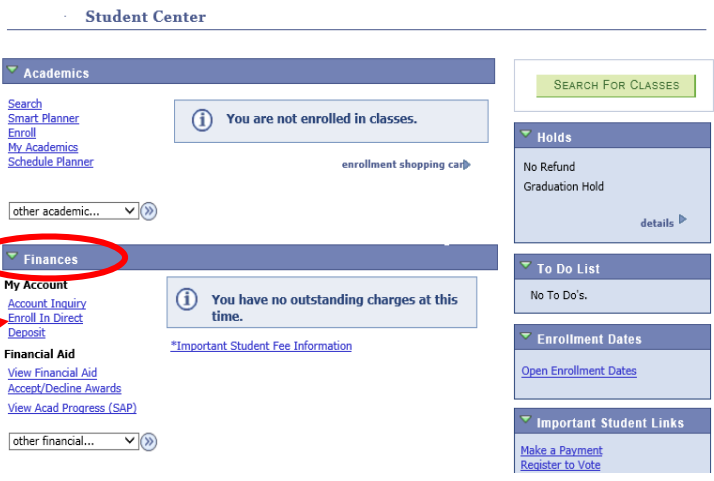
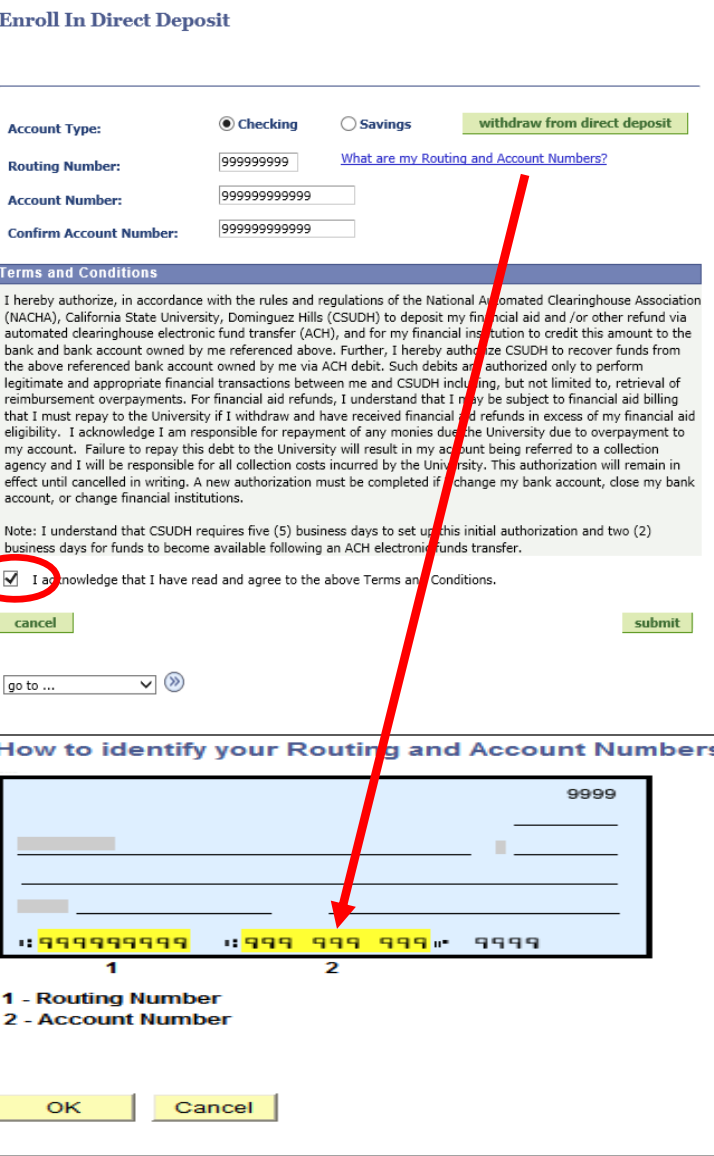
➤ Click **Sign In**





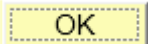

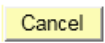
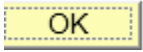




➤ Click **Student Center**



# Enroll in Direct Deposit

<p>➤ Under <b>Finances</b></p> <p>➤ Click <a href="#">Enroll In Direct Deposit</a></p>	 <p>The screenshot shows the Student Center interface. The 'Finances' menu item is circled in red. A red arrow points from the 'Enroll In Direct Deposit' link in the left sidebar to the 'Enroll In Direct Deposit' link in the main content area.</p>
<p><b>Features of this page:</b></p> <ol style="list-style-type: none"> <li><b>Account Type:</b> Click on the radio button to select "Checking" or "Saving". The selection cannot be blank.</li> <li><b>Note:</b> If you don't know where to locate your routing number and/or account number click on <a href="#">What are my Routing and Account Numbers?</a> hyperlink.</li> <li><b>Routing Number:</b> Enter your routing number. This is a numeric only, 9 digit field. This is a required field.</li> <li><b>Account Number:</b> Enter your bank account number. This is a numeric only, 24 digit field. This is a required field.</li> <li><b>Confirm Account Number:</b> 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.</li> <li><b>Terms and Conditions:</b> Review the terms and conditions and check the box to acknowledge your agreement.</li> </ol> <p>➤ Click <b>submit</b></p>	 <p>The screenshot shows the 'Enroll In Direct Deposit' form. The 'Checking' radio button is selected. The 'I acknowledge that I have read and agree to the above Terms and Conditions.' checkbox is circled in red. A red arrow points from the 'What are my Routing and Account Numbers?' link in the left sidebar to the 'How to identify your Routing and Account Numbers' section in the form.</p> <p><b>How to identify your Routing and Account Numbers</b></p> <p>1 - Routing Number 2 - Account Number</p>

<ul style="list-style-type: none"> <li>➤ If “account number” &amp; “confirm account number” do not match, you will receive a pop-up error message. </li> <li>➤ Click , then validate both “Account Number” and “Confirmation Account Number” are the same.</li> </ul>	<div style="border: 1px solid gray; padding: 10px;"> <p><b>Message</b></p> <hr/> <p>Account Number and Account Number Confirmation must match.</p> <p style="text-align: center;"></p> </div>
<ul style="list-style-type: none"> <li>➤ If you click , this button will return you to the Enroll in Direct Deposit page.</li> <li>➤ If you Click , you will continue to a second confirmation message as shown on next step.</li> </ul>	<p><b>Direct Deposit Confirmation</b></p> <p>Confirm you are enrolling in Direct Deposit with the following account information:</p> <p><b>Account Type:</b>           Checking  <b>Routing Number:</b>       999999999  <b>Account Number:</b>       999999999999</p> <p style="text-align: center;">           </p>
<ul style="list-style-type: none"> <li>➤ You should receive this message to indicate you have successfully enrolled in direct deposit.</li> <li>➤ Click .</li> </ul>	<p><b>Direct Deposit Confirmation</b></p> <p>Congratulations you are now enrolled in Direct Deposit with the following account information:</p> <p><b>Account Type:</b>           Checking  <b>Routing Number:</b>       999999999  <b>Account Number:</b>       999999999999</p> <p style="text-align: center;">           </p>

# Withdraw from Direct Deposit

<ul style="list-style-type: none"> <li>➤ Log in to Campus Portal</li> <li>➤ Under <b>Finances</b></li> <li>➤ Click <a href="#">Enroll In Direct Deposit</a></li> </ul>	<p>Student Center</p> <p>Academics</p> <p>SEARCH FOR CLASSES</p> <p>You are not enrolled in classes.</p> <p>enrollment shopping cart</p> <p>other academic...</p> <p><b>Finances</b></p> <p>My Account</p> <p>Account Inquiry</p> <p>Enroll In Direct Deposit</p> <p>You have no outstanding charges at this time.</p> <p>*Important Student Fee Information</p> <p>Financial Aid</p> <p>View Financial Aid</p> <p>Accept/Decline Awards</p> <p>View Acad Progress (SAP)</p> <p>other financial...</p> <p>Holds</p> <p>No Refund</p> <p>Graduation Hold</p> <p>To Do List</p> <p>No To Do's.</p> <p>Enrollment Dates</p> <p>Open Enrollment Dates</p> <p>Important Student Links</p> <p>Make a Payment</p> <p>Register to Vote</p>
<ul style="list-style-type: none"> <li>➤ Click <b>withdraw from direct deposit</b> to remove the direct deposit information on the page. <b>Future refunds will be sent as a paper check.</b></li> <li>➤ 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.</li> </ul>	<p>Enroll In Direct Deposit</p> <p>Account Type: <input checked="" type="radio"/> Checking <input type="radio"/> Savings <b>withdraw from direct deposit</b></p> <p>Routing Number: 999999999 <a href="#">What are my Routing and Account Numbers?</a></p> <p>Account Number: 99999999999</p> <p>Confirm Account Number:</p> <p>Terms and Conditions</p> <p>I hereby authorize, in accordance with the rules and regulations of the National Automated Clearing House Association (NACHA), California State University, Dominguez Hills (CSUDH) to deposit my financial aid and/or other refund via automated clearinghouse electronic fund transfer (ACH), and for my financial institution to credit this amount to the bank and bank account owned by me referenced above. Further, I hereby authorize CSUDH to discover funds from the above referenced bank account owned by me via ACH debit. Such debits are authorized only to perform legitimate and appropriate financial transactions between me and CSUDH including, but not limited to, retrieval of reimbursement overpayments. For financial aid refunds, I understand that I may be subject to financial aid billing that I must repay to the University if I withdraw and have received financial aid refunds in excess of my financial aid eligibility. I acknowledge I am responsible for repayment of any monies due the University due to overpayment to my account. Failure to repay this debt to the University will result in my account being referred to a collection agency and I will be responsible for all collection costs incurred by the University. This authorization will remain in effect until cancelled in writing. A new authorization must be completed if I change my bank account, close my bank account, or change financial institutions.</p> <p>Note: I understand that CSUDH requires five (5) business days to set up this initial authorization and two (2) business days for funds to become available following an ACH electronic funds transfer.</p> <p><input type="checkbox"/> I acknowledge that I have read and agree to the above Terms and Conditions.</p> <p>cancel submit</p> <p>go to ...</p>
<ul style="list-style-type: none"> <li>➤ Click <b>OK</b> to withdraw from direct deposit.</li> </ul>	<p>Direct Deposit Confirmation</p> <p>Confirm you are withdrawing from Direct Deposit with the following account information:</p> <p>Account Type: Checking</p> <p>Routing Number: 999999999</p> <p>Account Number: 99999999999</p> <p>OK Cancel</p>
<ul style="list-style-type: none"> <li>➤ You should receive this message to indicate you have successfully withdrawn from direct deposit.</li> <li>➤ Click <b>OK</b>.</li> </ul>	<p>Direct Deposit Confirmation</p> <p>You have successfully withdrawn from Direct Deposit.</p> <p>OK</p>

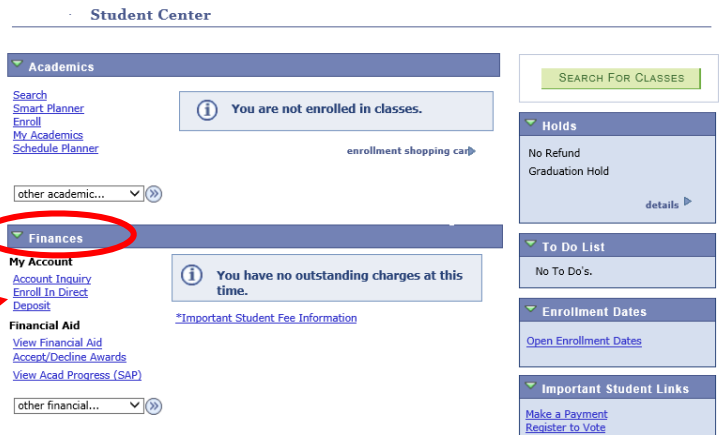
# Change Banking Information for Direct Deposit

➤ Log in to Campus Portal

➤ Under **Finances**

[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 [What are my Routing and Account Numbers?](#) 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 **submit**

## Enroll In Direct Deposit

Account Type:  Checking  Savings **withdraw from direct deposit**

Routing Number:  [What are my Routing and Account Numbers?](#)

Account Number:

Confirm Account Number:

**Terms and Conditions**

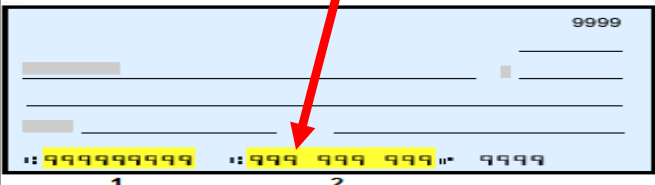
I hereby authorize, in accordance with the rules and regulations of the National Automated Clearinghouse Association (NACHA), California State University, Dominguez Hills (CSUDH) to deposit my financial aid and /or other refund via automated clearinghouse electronic fund transfer (ACH), and for my financial institution to credit this amount to the bank and bank account owned by me referenced above. Further, I hereby authorize CSUDH to recover funds from the above referenced bank account owned by me via ACH debit. Such debits are authorized only to perform legitimate and appropriate financial transactions between me and CSUDH including, but not limited to, retrieval of reimbursement overpayments. For financial aid refunds, I understand that I may be subject to financial aid billing that I must repay to the University if I withdraw and have received financial aid refunds in excess of my financial aid eligibility. I acknowledge I am responsible for repayment of any monies due the University due to overpayment to my account. Failure to repay this debt to the University will result in my account being referred to a collection agency and I will be responsible for all collection costs incurred by the University. This authorization will remain in effect until cancelled in writing. A new authorization must be completed if I change my bank account, close my bank account, or change financial institutions.

Note: I understand that CSUDH requires five (5) business days to set up this initial authorization and two (2) business days for funds to become available following an ACH electronic funds transfer.

I acknowledge that I have read and agree to the above Terms and Conditions.



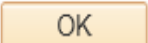
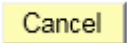
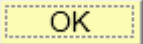


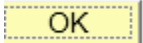


**cancel** **submit**

## How to identify your Routing and Account Numbers



1 - Routing Number  
2 - Account Number

**OK** **Cancel**

<ul style="list-style-type: none"> <li>➤ If “account number” &amp; “confirm account number” do not match, you will receive a pop-up error message. </li> <li>➤ Click , then validate both “Account Number” and “Confirmation Account Number” are the same.</li> </ul>	<div style="border: 1px solid gray; padding: 10px;"> <p><b>Message</b></p> <hr/> <p>Account Number and Account Number Confirmation must match.</p> <p></p> </div>
<ul style="list-style-type: none"> <li>➤ If you click  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.</li> <li>➤ If you Click , you will continue to a second confirmation message as shown on next step.</li> </ul>	<p><b>Direct Deposit Confirmation</b></p> <p>Confirm you are enrolling in Direct Deposit with the following account information:</p> <p><b>Account Type:</b> Savings  <b>Routing Number:</b> 111111111  <b>Account Number:</b> 111111111111</p> <p> </p>
<ul style="list-style-type: none"> <li>➤ You should receive this message to indicate you have made changes to your bank information.</li> <li>➤ Click  .</li> </ul>	<p><b>Direct Deposit Confirmation</b></p> <p>Congratulations you are now enrolled in Direct Deposit with the following account information:</p> <p><b>Account Type:</b> Savings  <b>Routing Number:</b> 111111111  <b>Account Number:</b> 111111111111</p> <p> </p>