Enrolling in Direct Deposit

- Log on to <u>https://myci.csuci.edu</u> or connect through <u>www.csuci.edu</u> and click on the **MyCI** icon.
- Sign in using your User ID and password. If you forget your password, click "Forgot Password" and follow the instructions.
- After entering your MyCI, click on "CI Records" under "My Links". This link will take you to your self-service page.
- In the Student Finances section, on the left-hand side of the page, you will see the "Enroll in Direct Deposit" link. Select the link.
- 5. You will be required to complete three fields: bank routing number, bank account number and account type.
- 6. For checking information, the bank routing number and the bank account number can be found on the bottom of your paper checks.

*Caution: Please do not enter the number on your debit card - this is not your account number.

- 7. For savings information, please contact your bank to determine the bank routing number and bank account number.
- Read and agree to the terms and conditions, then select "Submit". Your next refund will be processed using direct deposit.

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Enroll In Direct Depo	sit		
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Terms and Conditions			
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