

Enrolling in Direct Deposit

1. Log on to <https://myci.csuci.edu> or connect through www.csuci.edu and click on the MyCI icon.
2. Sign in using your User ID and password. If you forget your password, click "Forgot Password" and follow the instructions.
3. After entering your MyCI, click on "CI Records" under "My Links". This link will take you to your self-service page.
4. 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.
8. Read and agree to the terms and conditions, then select "Submit". Your next refund will be processed using direct deposit.

