How to sign up for Direct Deposit

1. Collect necessary banking information: Your bank’s routing number and your checking or savings account information. **Note:** a bank may have several routing numbers so be sure to retrieve the specific routing number provided by your bank.

2. Log into your CUNYfirst account using your student credentials. Click on Student Center.

3. From the Student Center, scroll down to the Finances section. Using the scroll down menu, choose Enroll in Direct Deposit. Click the arrowed circle to the right of the scroll menu.
4. You will be automatically taken to the Account Services screen. Under the tab for Direct Deposit, you will see an option (Green Box) labeled Enroll for Direct Deposit.

5. Re-enter your CUNYfirst credentials.

Direct Deposit Verification

Verify the password

To protect the security of your bank account and future refunds, please verify your CUNYfirst credentials again to proceed with account updates.

CUNYfirst ID: [Redacted]
CUNYfirst User ID: [Redacted]
CUNYfirst Password: [Redacted]
6. You will be emailed a verification code for security purposes. Enter the verification code and click Verify.

**Direct Deposit Security Update**

**Account Update Security Code**

For added security, a one-time verification code has been sent to all of your email addresses registered in CUNYfirst. Use this code to proceed with updating your account. If you did not receive your verification code, please click on Cancel to go back and try again.

One Time Verification Code: 

[ ] Verify [ ] Cancel

7. Enter your bank’s Routing and Checking account information. Carefully verify the information entered. Any errors made will delay any refunds you may possibly receive.

**Manage My Accounts**

**Add Account Details**

Enrolling in Direct Deposit is a fast, convenient and easy way to receive your Financial Aid, including Work Study, and Tuition and Fee refunds. Enter your account details below and click next to proceed. Visit CUNY’s refund page to learn more about all of your refund options CUNY Refund Options site.

**Bank Details**

<table>
<thead>
<tr>
<th>Bank Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nickname</td>
</tr>
<tr>
<td>Account Type</td>
</tr>
<tr>
<td>Routing Number</td>
</tr>
<tr>
<td>Account Number</td>
</tr>
<tr>
<td>Confirm Account Number</td>
</tr>
<tr>
<td>Account Holder</td>
</tr>
</tbody>
</table>
8. Verify the account information you have entered once more then click Proceed to Enroll in Direct Deposit.

9. You're done!