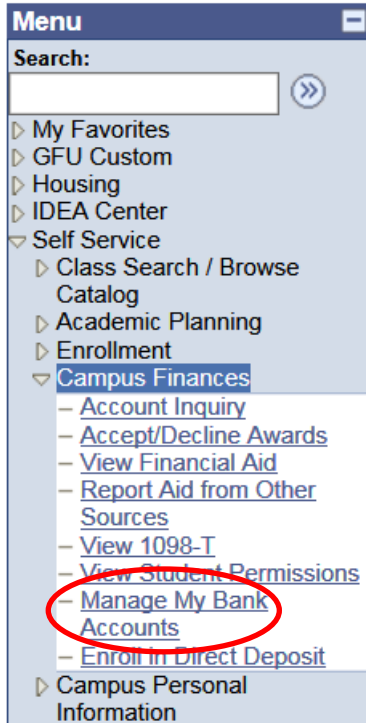


## Adding an Account and Enrolling in Direct Deposit

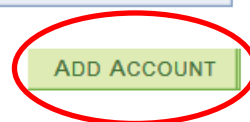
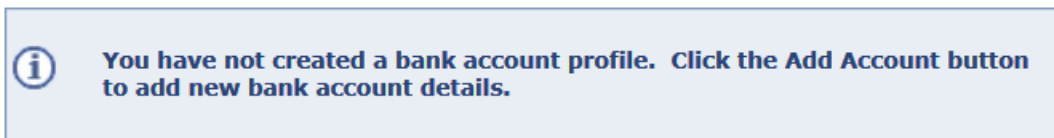
- Log on to MyGFU
- Using the left-hand navigation go to:
  - Self Service > Campus Finances > Manage My Bank Accounts



- Click the green Add Account button



### My Bank Accounts



- Fill in all fields and click Next.
  - When entering the routing number, please verify your bank name appears correctly.

## Manage My Bank Accounts

### Add Bank Account Details

Enter the routing number and account details below and click next to proceed. If your bank is not listed, please contact the Student Accounts office.

| Bank Details           |                      |
|------------------------|----------------------|
| Nickname               | <input type="text"/> |
| Account Type           | <input type="text"/> |
| Routing Number         | <input type="text"/> |
| Account Number         | <input type="text"/> |
| Confirm Account Number | <input type="text"/> |
| Account Holder         | <input type="text"/> |

**Sample Check**

The sample check image shows a blue check with the following details: Memo field, routing number 123456789 (9 digits), account number 01188887126, and check number 0123.

Bank Location is UNITED STATES

Currency used is US Dollar

- Review and agree to the agreement and Submit

## Manage My Bank Accounts

### Agreement

Review the agreement and click Submit to complete this transaction.


| Bank Details  |  |
|---|--|
| <b>The following account will be added to your Bank Account List:</b>   |  |
| <b>My Account XXXXXXXX1111</b>  |  |
| I hereby authorize, in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA"), my institution to credit or debit my transactions via the automated clearinghouse electronic fund transfer ("ACH/Direct Deposit") to the bank referenced above. |  |
| <b>The agreement is dated:</b>  | 11/15/2016 <a href="#">Additional Details</a>                      |
| <input type="checkbox"/>  | <b>Yes, I agree to the terms and conditions of this agreement.</b> |

- Upon successfully adding an account, click the green Enroll in Direct Deposit button

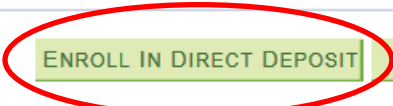
## Manage My Bank Accounts

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### Result

 **You have successfully added the bank account My Account.**


| Bank Details          |                    |
|-----------------------|--------------------|
| <b>Nickname</b>       | My Account         |
| <b>Account Type</b>   | Checking           |
| <b>Bank Code</b>      | 123002011 KEY BANK |
| <b>Branch</b>         |                    |
| <b>Account Number</b> | XXXXXXXX1111       |
| <b>Account Holder</b> | Test               |

 **ENROLL IN DIRECT DEPOSIT** **MANAGE MY BANK ACCOUNTS**

- Click the Enroll in Direct Deposit button

## My Direct Deposits

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 **You are currently not enrolled in Direct Deposit.**

 **ENROLL IN DIRECT DEPOSIT**

- Verify the account you wish to use is present, then click Proceed to Enroll in Direct Deposit

## My Direct Deposits


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### Bank Account Summary

You have the following bank accounts set up.

If you intend to use other bank account not listed below, click on Add Another Bank Account. Otherwise, click on Proceed to Enroll in Direct Deposit.

| Bank Account Summary as of 11/15/2016 |                   |                     |
|---------------------------------------|-------------------|---------------------|
| Bank Account Nickname                 | Bank Account Type | Bank Account Number |
| My Account-1111                       | Checking          | XXXXXXXX1111        |

**ADD ANOTHER BANK ACCOUNT**  **PROCEED TO ENROLL IN DIRECT DEPOSIT**

- Select the account you wish to use and click Next

## Enroll in Direct Deposit

### Add Direct Deposit

Only a single distribution is allowed. Select a bank to designate as remaining balance.

| Direct Deposit Distribution |                   |           |          |
|-----------------------------|-------------------|-----------|----------|
| Bank Account Nickname       | Distribution Type | Amt./Pct. | Priority |
| my account-1111             | Balance           |           |          |

[Help](#)

Currency used is US Dollar

- Review and agree to the agreement, then click Submit

## Enroll in Direct Deposit

### Agreement

Review the bank information and agreement. Click Submit to complete the Direct Deposit enrollment.

| Bank Name       | Distribution Type | Amt./Pct. | Priority |
|-----------------|-------------------|-----------|----------|
| my account-1111 | Balance           |           |          |

Currency used is US Dollar

I understand I am enrolling in Direct Deposit. Enrolling will allow excess proceeds from financial aid and over payments applied to my student account to be deposited directly into my checking or savings account.

I hereby authorize, in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA"), George Fox University to credit any reimbursements due to me via automated clearinghouse electronic fund transfer ("ACH") to the bank referenced above.

ACH refunding requires processing time from when the refund is displayed in MyGFU and receipt of funds by the bank. It is the responsibility of the account holder to verify funds with their bank. I understand the University does not take responsibility for banking fees (overdraft, etc.) that result from failure to verify funds or providing incorrect account information.

In the event of new account transactions resulting in a balance due or a deposit error, the University will contact the student and request permission to debit the account.

I may change my bank account information as necessary; however, refunds already in process will not be impacted.

Should you wish to cancel your direct deposit enrollment, please contact the Student Accounts office.

The agreement is dated: 11/15/2016 [Additional Details](#)


Yes, I agree to the terms and conditions of this agreement.

- If you receive a confirmation message, you have fully completed the process

## Enroll in Direct Deposit

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### Result

 **Congratulations! You are now enrolled in direct deposit.**  
**View the summary below.**

| Bank Name       | Distribution Type | Amt./Pct. | Priority |
|-----------------|-------------------|-----------|----------|
| my account-1111 | Balance           |           |          |

Currency used is US Dollar

[GO TO DIRECT DEPOSIT SUMMARY](#)