ENROLL IN DIRECT DEPOSIT IN CUNYfirst SELF-SERVICE

The following steps will assist you to add a Bank Account on Self-Service and enroll in Direct Deposit to receive refunds and work study payments.

**STEP# 1:** Login to CUNYfirst at: https://home.cunyfirst.cuny.edu.

**STEP# 2:** Select HR/Campus Solutions from the menu on the left.

**STEP# 3:** Navigate to Self Service followed by Campus Finances on the right.

**STEP# 4:** Click on Manage My Accounts.

**STEP# 5:** On the My Accounts page, click the Add Account button. You will then be prompted to enter your Financial Institution’s Details. After entering the required account information, click the Next button.

**NOTE:** Enter the routing number as well as your account number exactly as it appears on your check.
**STEP# 6:** On the **My Direct Deposits** panel, click **Enroll In Direct Deposit**, followed by **Proceed To Enroll In Direct Deposit**.
**STEP# 7:** On the **Enroll in Direct Deposit** panel, choose the Bank Account you wish to enroll in **Direct Deposit** from the drop down menu then click **Next**.

**STEP# 8:** On the **Enroll in Direct Deposit Agreement** page; select the checkbox next to the statement “Yes, I agree to the terms and conditions of this agreement.” and click on **SUBMIT** button.
You have now completed the process to **Enroll in Direct Deposit**!