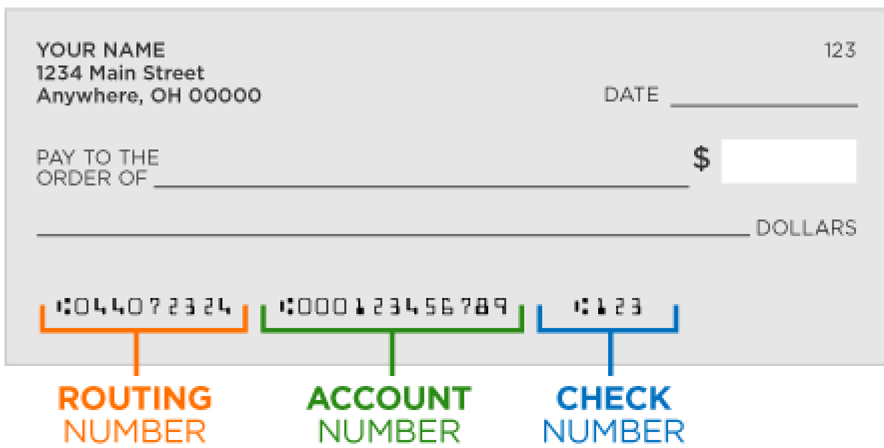
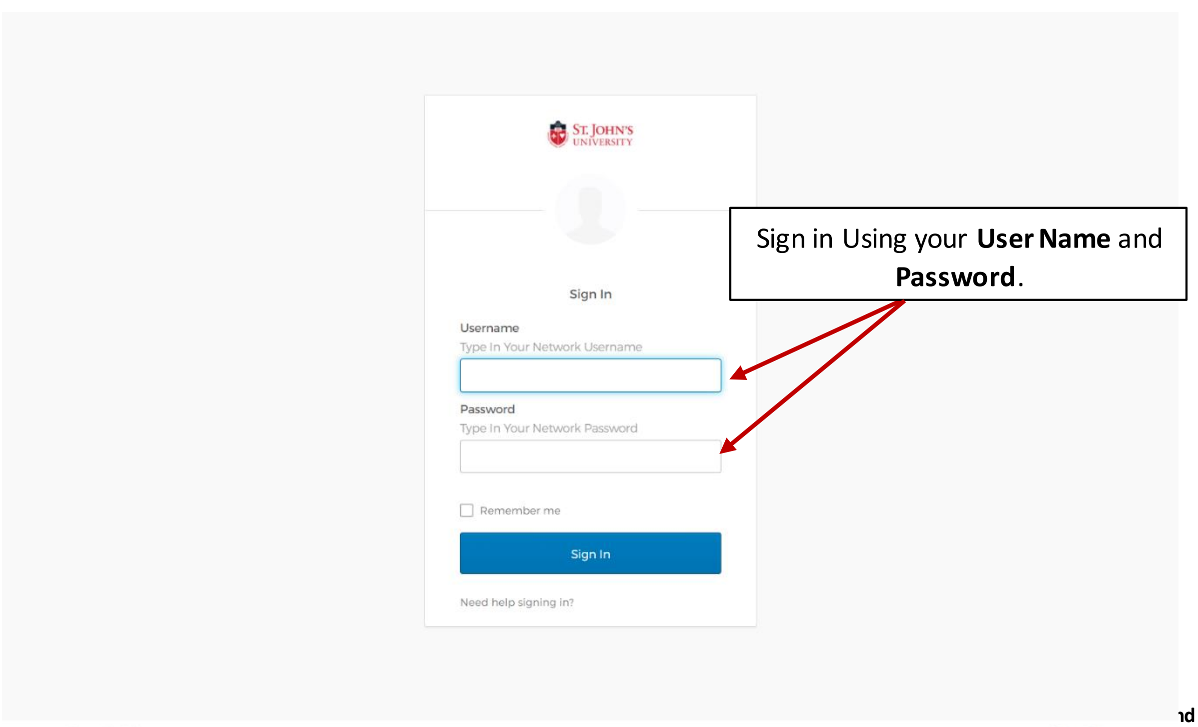
The following are step-by-step instructions to help guide students to set-up or update their Direct Deposit information. This Process is done online via the University Information System (UIS).

Step 1 – Before you begin, you will need your bank routing number and account number. This information is usually found along the bottom of your personal check or deposit slip. If you are using a savings account or are unsure of the routing number or account number, please contact your bank.



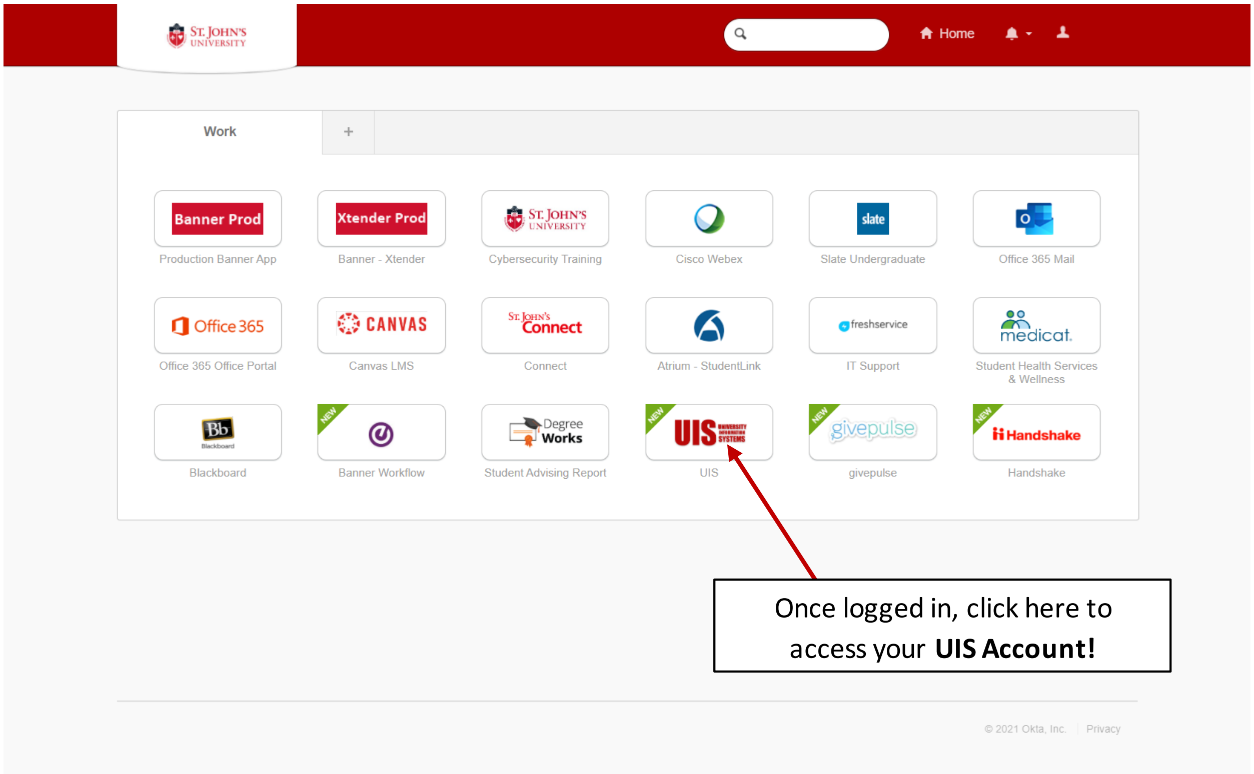
Step 2 – Login to **Signon.stjohns.edu** with your credentials and proceed to the UIS portal:



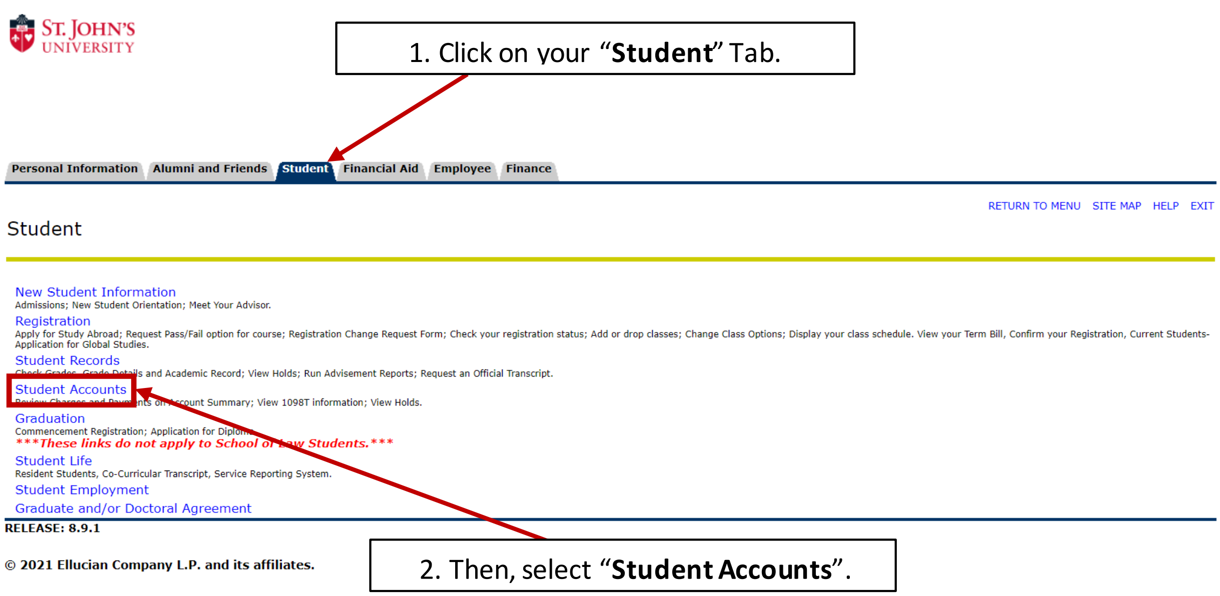
remember to logout.

For assistance, please contact Student Financial Services

Step 3 – Access the **UIS** application:



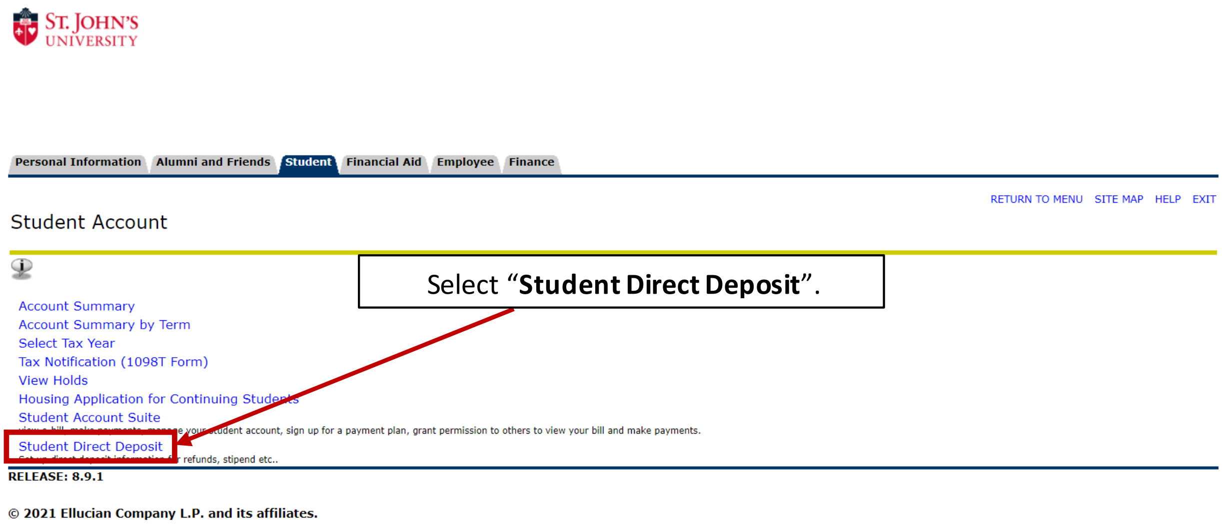
Step 4 – Access Your "**Student**" Tab, and then select "**Student Accounts**":



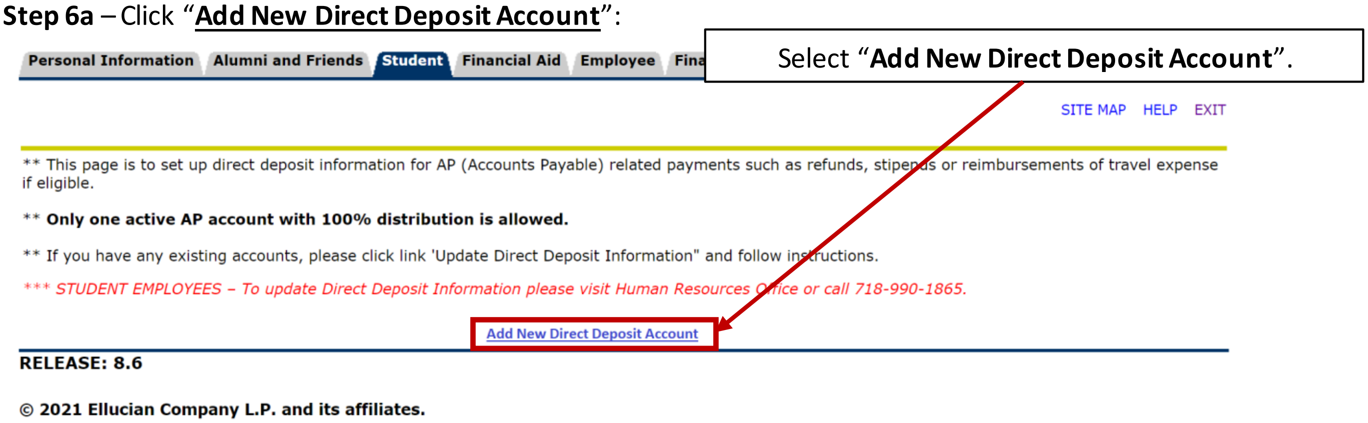
remember to logout.

For assistance, please contact Student Financial Services

Step 5 – Access "**Student Direct Deposit**":



Step 6a – Click "**Add New Direct Deposit Account**":



Step 6b – For **Student Employees**, please visit the Human Resources office or call 718-990-1865.

ST. JOHN'S UNIVERSITY

Personal Information | Alumni and Friends | Student | Financial Aid | Employee | Finance

SITE MAP HELP EXIT

** This page is to set up direct deposit information for AP (Accounts Payable) related payments such as refunds, stipends or reimbursements of travel expense if eligible.

** **Only one active AP account with 100% distribution is allowed.**

** If you have any existing accounts, please click link 'Update Direct Deposit Information" and follow instructions.

**** STUDENT EMPLOYEES – To update Direct Deposit Information please visit Human Resources Office or call 718-990-1865.*

You have employee tab. Please update your direct deposit information using employee tab

RELEASE: 8.6

Step 7a – Add New Direct Deposit Information and click "**Save**".

*** If you have any existing accounts, please review the information before adding a new bank account.

a) If you have an active account for Payroll only and you want to use the same account for AP (student refunds), please click Bank name to inactivate the account and then use link "Re-activate" to enable it for AP (student refunds).
b) If you want to re-activate an existing account, Click link "Re-activate". The account will be set to prenote status. Only ONE active AP (student refund) account is allowed.
c) If you want to add a new bank account, please make sure that all existing accounts are inactivated. Click the bank name and make sure inactivate box is checked and then click Save.

NOTE: WHEN YOU RE-ACTIVATE OR ADD A NEW BANK ACCOUNT THE CHANGE IS SET TO A PRE-NOTIFICATION. A PRE-NOTIFICATION VERIFIES THE VALIDITY OF THE BANK ACCOUNT PRIOR TO ANY LIVE DEPOSIT PROCESSING. IF VALID, AFTER ONE PAY PERIOD TWO TO THREE BUSINESS DAYS YOU WILL HAVE THAT BANK ACCOUNT AVAILABLE FOR FUTURE STUDENT REFUNDS.

Accounts Payable Direct Deposit will remain in force until *you*, the student notify the University to terminate. By creating an Accounts Payable Direct Deposit, *you* the student are authorizing if ever an incorrect amount should be entered into *your* account(s), *you* authorize *your* bank and the University to make the appropriate adjustment.

If you have any questions, please contact the Customer Service Center at 718 990-2000.

Allocation:

Bank Name	Routing Number	Account Number	Account Type	Priority	Percent	Status

* - indicates a required field.

Add New Bank Account:

Bank Routing Number: *

Account Number: *

Account Type: Saving

Percent: 100 Percent

Save

Proceed to add direct deposit information - **Bank Routing Number, Account Number**, and **Account Type**.

Once completed, click "**Save**"

Step 7b – Update/Review Existing Direct Deposit Information:

Payroll	Accounts Payable	Account Status
No	Yes	Prenote

Update Direct Deposit Information

If you already have **existing** direct deposit information and want to review or update it, proceed to the "**Update Direct Deposit Information**" link, then follow step 7a.

Data Security—IMPORTANT!! To prevent unauthorized access to your personal data, do not share your password with anyone, and remember to logout.

For assistance, please contact Student Financial Services