Morehead State University

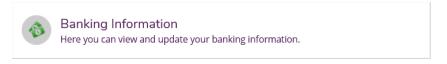


Step 1: Log into your My.MoreheadState.edu account



Select the Self-Service Link

Step 2: Select the "Banking Information" button to manage your information.



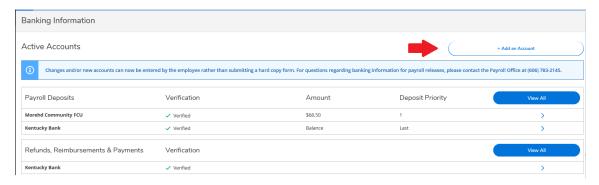
Step 3: Edit current direct deposit information.

Select the change icon located beside previously established accounts.

Payroll Deposits	Verification	Amount	Deposit Priority	View All
Morehd Community FCU	✓ Verified	\$68.50	1	→ >
Kentucky Bank	✓ Verified	Balance	Last	>

Step 4: Add new direct deposit account.

Select "Add an Account". You must have your bank account and bank routing information to add an account! (see below)



> Select the "Activate" circle beside either Payroll Deposit or Refund, Reimbursement & Payment Deposit.



- For Refund, Reimbursement & Payment Deposit: the Effective Date will auto populate with today's date.
 - > Select "Next"
- For Payroll Deposit: the Effective Date will auto populate with today's date.
 - > Select "No end date" or "End on" to enter a date for the deposit to stop.

CAREFULLY READ THE BLUE BOX FOR IMPORTANT INFORMATION

Banking Information	1		
New Deposit Bank Account Usage		Add a Bank Account	
Payroll Deposit	Activate	Refund, Reimbursement & Payment Deposit	Activate
Effective Date	10/31/2018		
hard copy check ava			

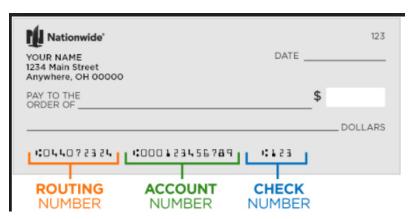
Enter Deposit Details:

> Select "Entire Balance", "Specific Amount", or "Remaining Balance". If you select "Specific Amount", fill in the amount to deposit.



➤ Select "Next"

Edit Bank Account Details screen – Enter all required fields



• Scroll down and read the Terms and Conditions.

- Check the box indicating that you agree
- Select "Submit"

Your new banking account information has been added to your account, but not verified. Once the new account information has processed through either a payroll, refund, reimbursement, or other payment, the new banking account will switch to a Verified status.

Tip: please keep checking on your banking information for verification

