Steps to Setting up Your Direct Deposit

Step #1 Login to ACC WebACCESS
Step #2 Click on Students
Step #3 Under the Financial Information section, click on Bank Information (U.S.)
Step #4 Enter your bank account information
   1. Enter Routing Number. Contact your bank for routing number and account number.
   2. Re-Enter Routing Number
   3. Enter your Bank Account Number
   4. Re-Enter your Bank Account Number
   5. Select the Account Type (checking or savings) from drop down arrow
   6. Select Receive Payment Advice via “Email” from drop down arrow
   7. Verify the “Confirmation E-mail Address” (if e-mail address is incorrect, you may change it on WebACCESS under User Account/Address Change Request). Please allow 1 business day for email to be changed.
   8. Click the checkbox to agree to the Terms and Conditions
   9. Click Submit

NOTE: Please allow seven (7) business days to set up your direct deposit request.

Step #5 Review the “Bank Acct Info Confirmation” page/Click OK

If you need assistance with WebACCESS, please contact the IT Help Desk at 281-756-3544.