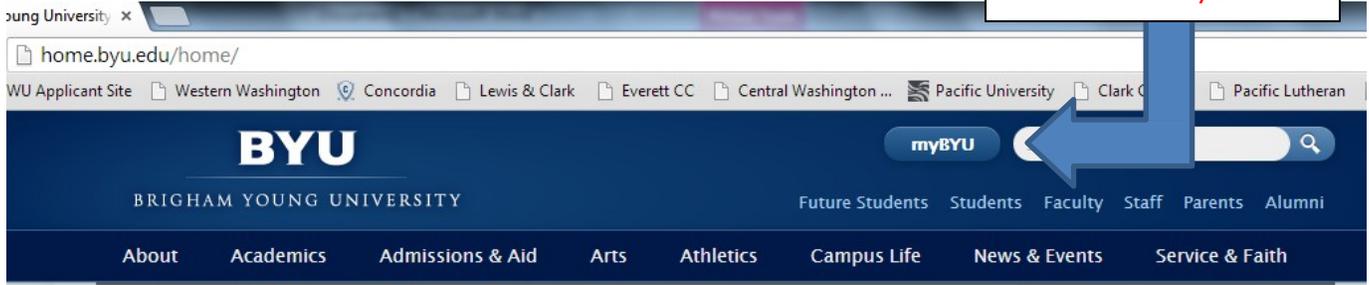
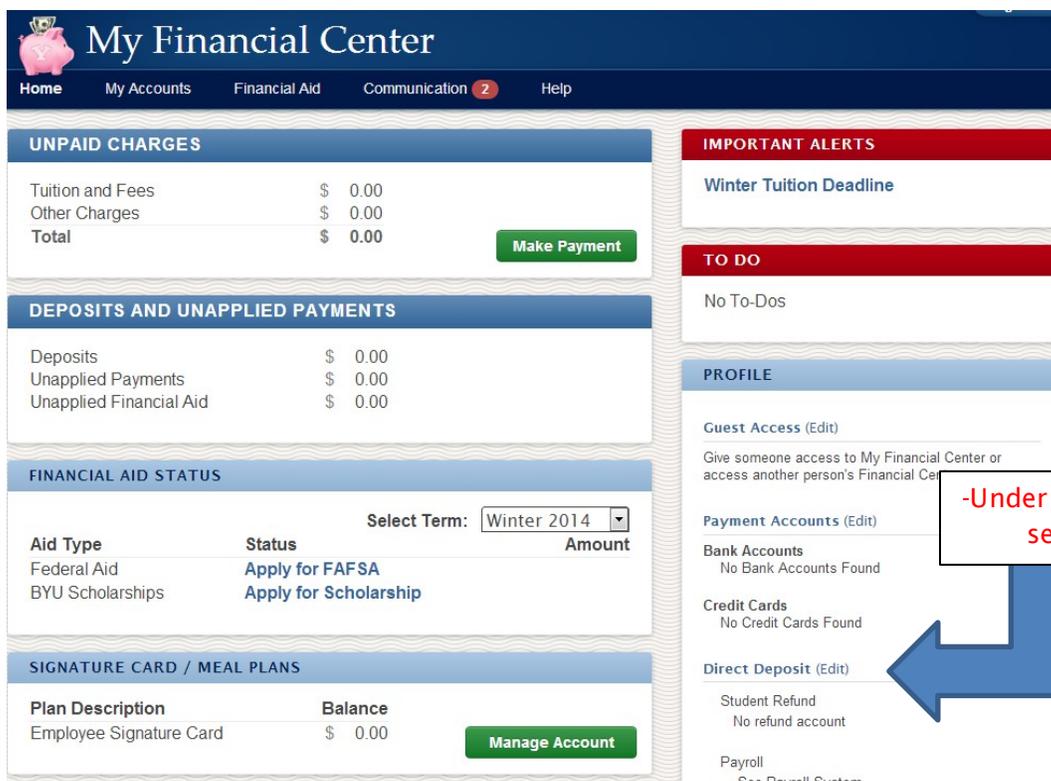
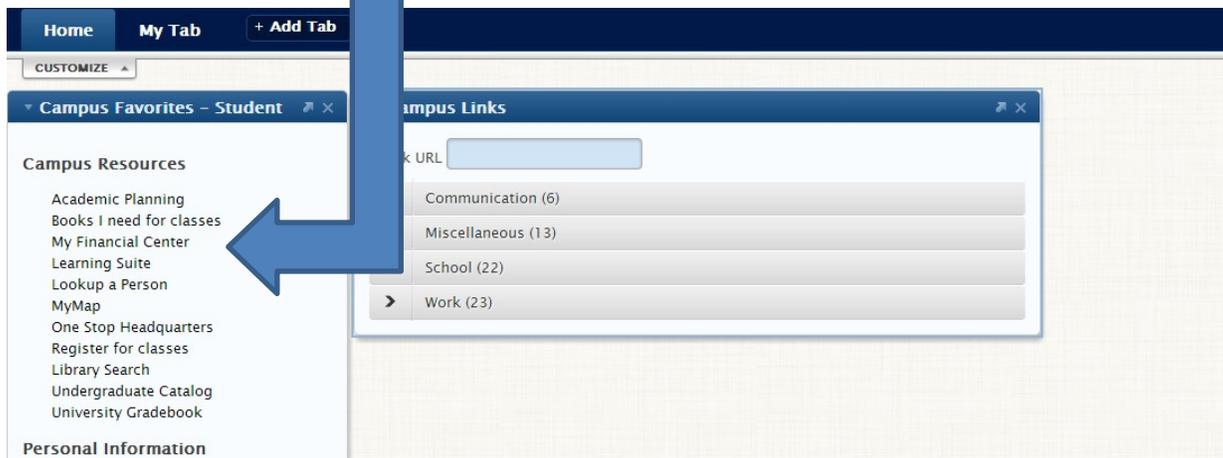


-Go to www.byu.edu
-Select "myBYU"



-Select "My Financial Center"



-Under Direct Deposit
select "Edit"

If no accounts exist in Direct Deposit:

Add/Update Bank Accounts

To delete a bank account from your list, first go to the Account Assignment page and remove any assignments related to the account you wish to delete. Then, on this page, when the account says "Not assigned", you may delete it by clicking on the minus sign to the right of the account record.

-Select "Add Account"

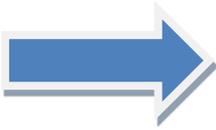
-Input Account Information

Accounts on File

Nickname: *Account Type:

Routing Number: Bank Name: SCHOOLS FINANCIAL CU

Account Number: Assigned To: Payroll, YExpense



Add Account

Account Assignment

View Account Add/Update History

Save Changes



-Select "Save Changes"

Once account exists in Direct Deposit:

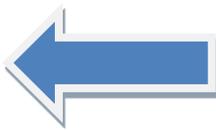
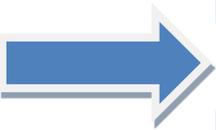
Direct Deposit Account Assignment

By making changes to my Direct Deposit Account Assignment below I authorize BYU to deposit funds to the designated bank account(s) via ACH funds transfer in accordance with rules established by the National Automated Clearing House Association.

My Financial Center - Refunds

Nickname: Account Num: 123456789 Account Type: Checking

Save Changes



-Select Pull-Down Tab under "My Financial Center-Refunds"
-Select account to link to "My Financial Center-Refunds"

Payroll

Priority	*Nickname	*Deposit Type	Amt/Percent	Account Num	Account Type		
	<input type="text" value="My Account"/>	Balance		11972840	Savings	<input type="text" value=""/>	<input type="text" value=""/>

-Select "Save Changes"

Save Changes

YExpense - Employee Travel/Other Reimbursements

Nickname: Account Num: 11972840 Account Type: Savings

Save Changes

Add/Update Bank Accounts

View Assignment History

If you have additional questions, contact the Dean of Students Office at (801) 422-2731