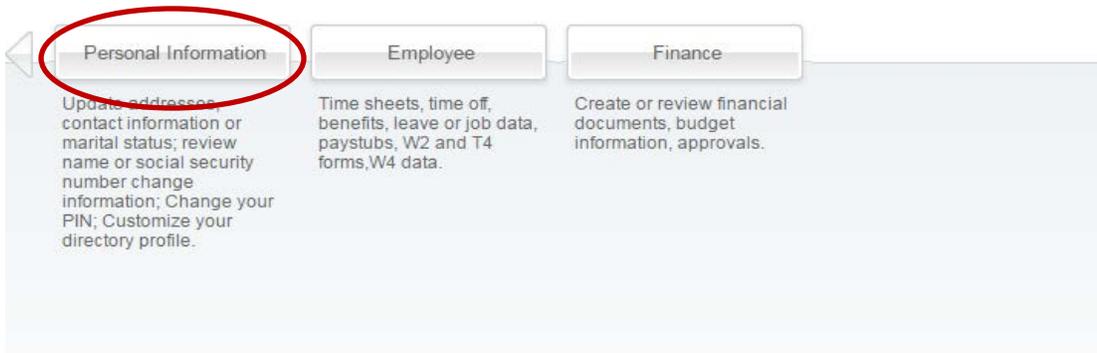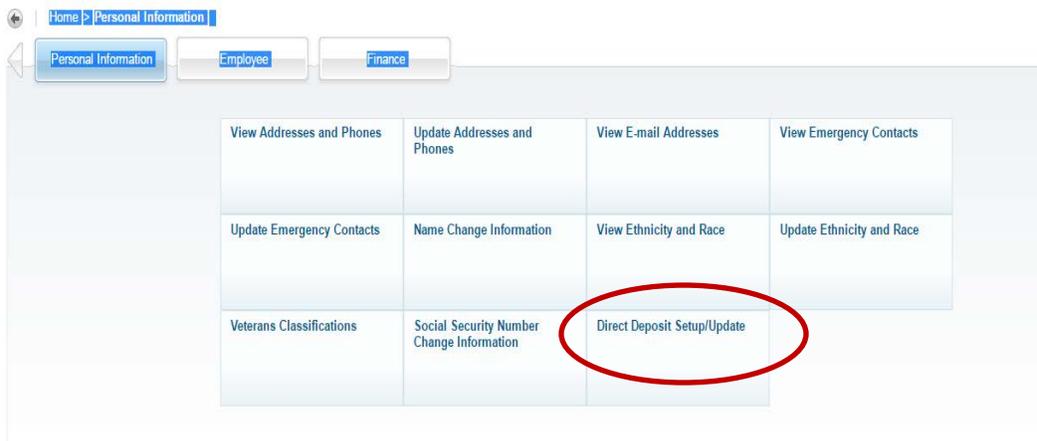# Setting Up Direct Deposit

- Sign onto Self-Serve through pilots.up.edu
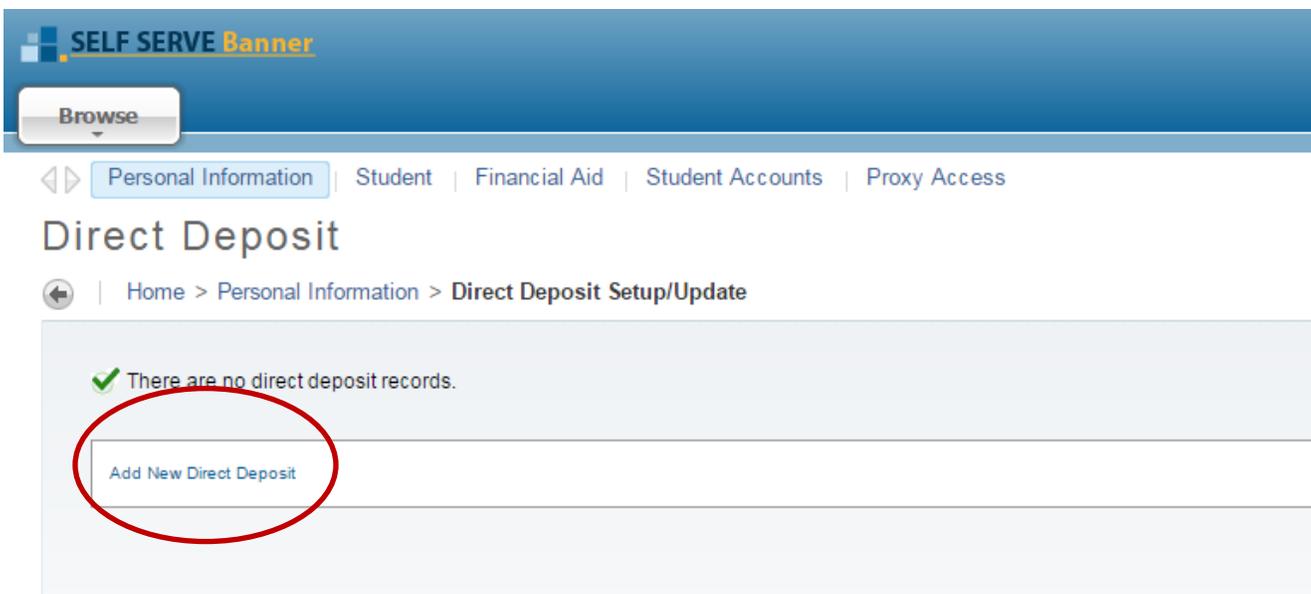- Select the **Personal Information** tab

RELEASE: 8.8

- Select **Direct Deposit Setup/Update**

- The **Direct Deposit Setup/Update** screen will appear for you to enter your banking information. Click on the Add new Direct Deposit

RELEASE: 8.10

- Enter the Bank Routing Number
    - This is the 9-digit number found on the bottom of your check. It is a unique number for your financial institution.
    - After the number has been entered, the bank name should appear in the box next to the number. Please verify that the name is correct to ensure the routing number has been entered correctly.
- Enter your Account Number
    - This can also be found on the bottom of your check.
    - ***PLEASE NOTE: This is NOT the 16-digit number from your debit card.***
- Re-enter your Account Number
- Select the type of account being deposited to Checking or Savings
- Read the **Direct Deposit Authorization Agreement**
- Click the **I Agree** box

Personal Information | Student | Financial Aid | Student Accounts | Proxy Access   Find a page...

Update Direct Deposit

Home > **Update Direct Deposit**

Enter the bank routing number and account information to add direct deposit. The routing number and account number can usually be found on the bottom of a check, or by logging into your bank account online.
Please note: The account number is NOT the 16-digit number from your debit card.

|:1 2 3 4 5 6 7 8 8|: 0 1 2 3 4 5 6 7 8 0 1 2 ⑆ 5 6 7 8

9-digit ABA/Routing Number   Bank Account Number   Check Number
                                                        *May appear before or
                                                        after account number

* - indicates a required field.

Bank Routing Number: *****
Account Number: *****
Re-enter Account Number: *****
Select Account Type: *****   Checking ▼

Direct Deposit & Electronic Paystub Authorization Agreement

I hereby authorize University of Portland to initiate automatic deposits to my account at the financial institution indicated above, and provide my paystubs electronically via email and/or Self Service Banner (and/or other electronic portal if there is a change from Self Service Banner to another employee portal in the future). This includes all payments for Payroll; Student Refunds; and Accounts Payable including, but not limited to travel and expense reimbursements. The University of Portland will provide me with paperless pay stubs and deposit transaction confirmations by email. This authorization will remain in effect until I choose to end it via Self-Service Banner (SSB) by inactivating my direct deposit account.
It is my responsibility to update any bank account changes via SSB. I agree not to hold the University of Portland responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me, or due to an error on the part of my financial institution in depositing funds to my account. I give the University permission to update my banking account information if they are notified directly from my financial institution to correct my bank account.
If funds are incorrectly deposited to my bank account, I authorize the University of Portland to initiate a debit transaction (withdrawal) against my account to recover the funds.
I understand that it may take up to 5 business days for the changes to be effective. Changes made while a payroll or other payment process is being completed may not be effective until the next payment.
By clicking "I Agree" below I am agreeing to the Terms and Conditions outlined above.
I Agree* ☐

- Save

SELF SERVE Banner

Browse

Personal Information | Employee | Finance

Direct Deposit

Home > Personal Information > **Direct Deposit Setup/Update**

Current Direct Deposit Account:

Bank Name	Routing Number	Account Number	Account Type	Status
MY FINANCIAL INSTITUTION	122456788	987654321	Checking	Active

- Verify that the information that you entered is correct. If the information is incorrect, follow the instructions for **Update Your Direct Deposit.** If it is correct – you are done!
- You will receive an email notification from directdeposit@up.edu that your direct deposit information has been updated.