



Direct Deposit Self-Service Instructions

1. Ensure you are on the Illinois State University network (use VPN if you are off campus – call the IT Help Desk at 309-438-4357 if you require assistance setting up your VPN)
 - a. For instructions on how to install/use a VPN, please navigate to <https://ithelp.illinoisstate.edu/> and search 'VPN'
 - b. NOTE: Please select search result based on your device
2. Navigate to <https://my.illinoisstate.edu> and login using your ULID and Password
3. Select Login to iPeople
4. Select the Direct Deposit tile
5. Under Accounts, select the plus sign to add your bank account for Direct Deposit
6. Select OK... to acknowledge your acceptance of the terms and conditions
7. On the Add Account screen, enter the following information:
 - a. Nickname (assign a description or name to your account)
 - b. Routing Number (can be obtained from your check or by contacting your banking institution)
 - c. Account Number (can be obtained from your check or by contacting your banking institution)
 - d. Select the  icon to see a sample check
 - e. *Retype Account Number*
 - f. *Account Type*: Select *Checking* or *Savings*
 - g. *Deposit Type*: You are encouraged to select *Remaining Balance*

The screenshot shows the 'Add Account' form with the following fields and values:

- *Nickname**: Checking 1
- Payment Method**: Direct Deposit
- Bank** section:
 - Routing Number**: 071000013
 - Bank Name**: JPMORGAN CHASE
 - Account Number**: 999999999
 - Retype Account Number**: 999999999
- Pay Distribution** section:
 - *Account Type**: Checking
 - *Deposit Type**: Remaining Balance

8. Select **Save** 
9. Call the Payroll Office at 309-438-7677 to get your Direct Deposit approved
 - a. The Payroll Office is open Monday-Friday from 8:00am-4:30pm
10. Please allow at least one pay period for your changes to take effect
11. NOTE: Until your Direct Deposit is approved, a check will be issued for any payment processed during the time between Direct Deposit initiation and approval