To set up or update direct deposit, you will need your bank’s routing number and your bank account number. This information can be found at the bottom of a personal check or obtained from your bank. Directions for setting up direct deposit will be on this page, while instructions for updating your account can be found on the back.

1. Log into MyU and click on the My Finances tab.
2. Click Set Up Direct Deposit link.
3. Select Enroll in Direct Deposit.
4. Enter the details for the account you would like to use.
5. Review the agreement, then click the slider to Yes, indicating you agree to the terms. Click Submit to continue.
6. You will see your direct deposit set-up.
Update Direct Deposit

1. Log into MyU and click on the My Finances tab.
2. Click Update Direct Deposit button.

3. Click existing account.

4. Enter details for the new account. **NOTE:** Entering a new routing number will clear the other information automatically.

5. Review the agreement, then ensure the slider is on Yes, indicating you agree to the terms. Click Submit.

6. You will see your direct deposit set-up.