Setting up Direct Deposit

After logging in to MyNIU portal at myniu.niu.edu, click on **Financial Account** tile.

From the left navigation, click **Direct Deposit**.

If you don't have a direct deposit currently set up, click **Enroll in Direct Deposit**.

Need Help? Contact the Office of the Bursar at 815–753–1885 or bursar@niu.edu.
Enter your routing and account number and account holder name. Confirm your account number and indicate if the account is a checking or savings account.

Read the **Direct Deposit Enrollment Agreement**. If you agree to the terms and conditions, click on the circle next to No to make a selection of **Yes**. Click **Submit** to continue.

You will see a confirmation with the message that you have successfully enrolled in direct deposit.

To review your direct deposit details, including routing number, account number, and account holder name, click anywhere in the box of the account that is shown.

From there, you can also update your routing and account number, account name, and the type of bank account. Click **Submit** to finish the process.

Need Help? Contact the Office of the Bursar at 815–753–1885 or bursar@niu.edu.
Revoking your Direct Deposit Account

To revoke direct deposit, follow the steps on page 1 to navigate to the direct deposit page. You will then see a screen similar to the one below. Click **Revoke Direct Deposit**.

![Direct Deposit Details](image)

Click **Yes** to continue.

**Are you sure you want to revoke this deposit account <XXXX5678>?**

Select Yes Revoke, No to discard your changes.

[Yes] [No]

You will see a notification confirming your action, with the message below.

**You are currently not enrolled in Direct Deposit**

[Enroll in Direct Deposit]