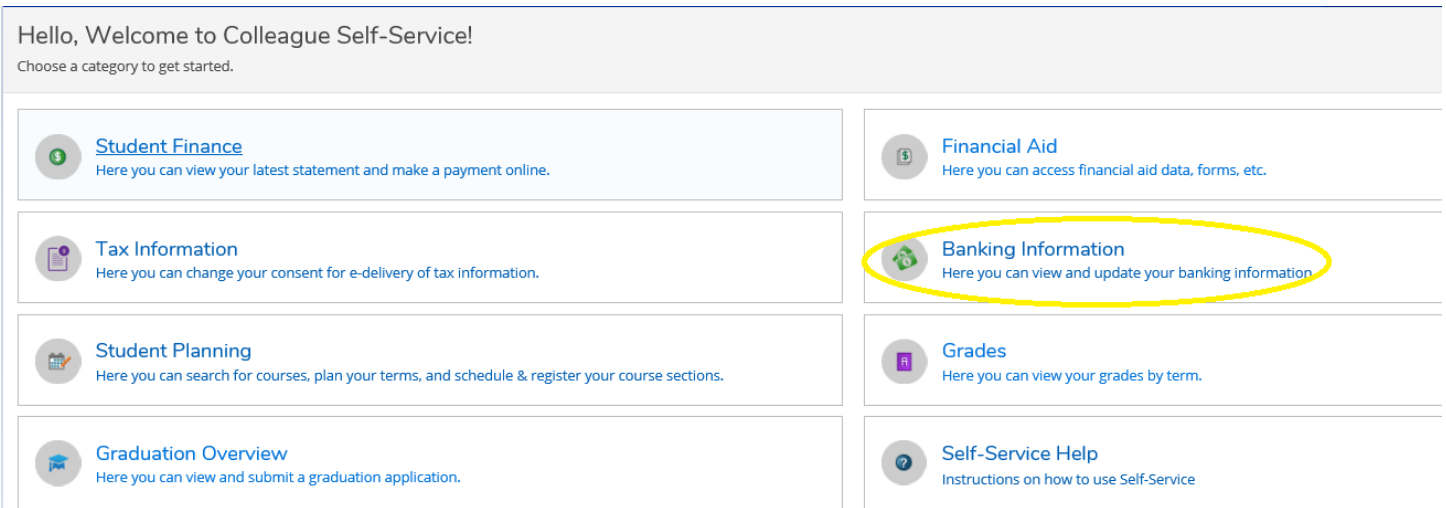


# How to View/Edit Banking Information in Self-Service:

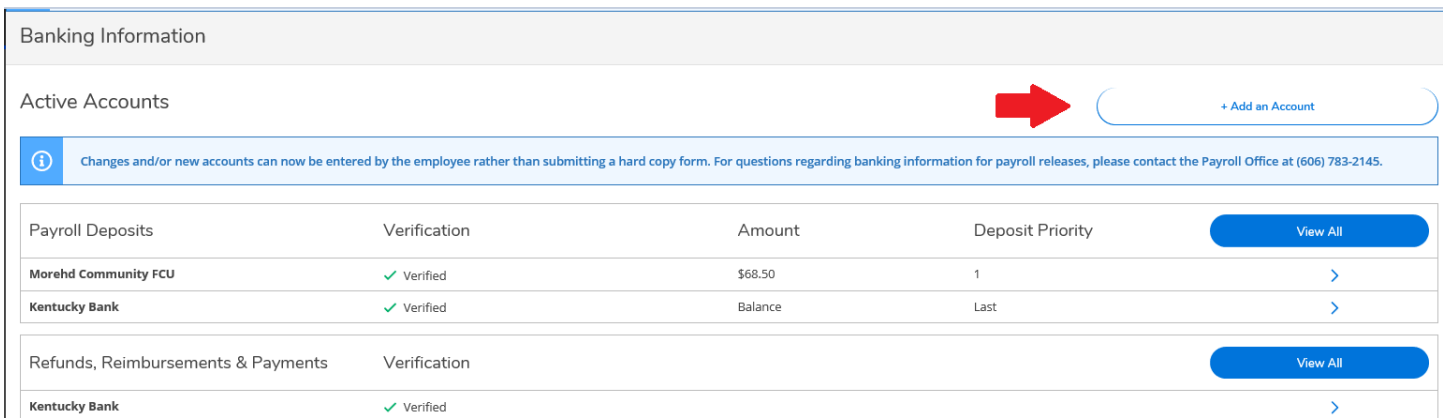
- Log into my.moreheadstate.edu, from the Self-Service Menu (WebAdvisor), select “Student,” or “Employee”, then “Financial Information” - “Self-Service.”



- From the Self Service main menu, select “Banking Information”.



- If you currently have direct deposit information set up for Payroll, Refunds, Reimbursements, & Payments, your information will automatically, appear as below.
- To add another direct deposit account, select “Add an Account”. You must have your bank account and bank routing information to add an account! (see below)



- To add a new deposit select the “Activate” circle beside either Payroll Deposit or Refund, Reimbursement & Payment Deposit.

Banking Information  
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New Deposit Add a Bank Account

Bank Account Usage

Payroll Deposit  Activate

Refund, Reimbursement & Payment Deposit  Activate

Next Cancel

- For Refund, Reimbursement & Payment Deposit, the Effective Date will auto populate with today’s date.
  - Skip to Edit Bank Account Details screen (below)
- For Payroll Deposit, the Effective Date will auto populate with today’s date.
  - Choose “No end date” or “End on” to enter a date for the deposit to stop.

**\*\*CAREFULLY READ THE BLUE BOX FOR IMPORTANT INFORMATION\*\***

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New Deposit Add a Bank Account

Bank Account Usage

Payroll Deposit  Activate

Refund, Reimbursement & Payment Deposit  Activate

Effective Date 10/31/2018

End Date  No end date  End on: M/d/yyyy

The newly added account will be prenoted. This means your direct deposit could be delayed for one pay release with a hard copy check available to you in your department on pay day. Click here to access the payroll schedules:  
[Exempt \(salary\) pay schedule](#)  
[Non-exempt \(hourly\) pay schedule](#)

- Under Deposit Details, choose “Entire Balance”, “Specific Amount”, or “Remaining Balance”. If you choose “Specific Amount”, fill in the amount to deposit.

Deposit Details

Select the amount of your paycheck to be deposited

Entire Balance

Specific Amount

Remaining Balance

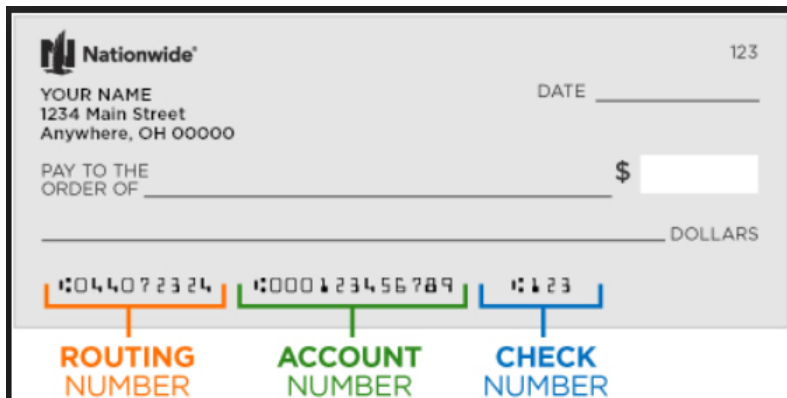
Deposit Priority

Morehd Community FCU	1	▼
New Account	2	▲
Kentucky Bank	Balance	🔒

Next Cancel

c. Select “Next”

**Edit Bank Account Details screen – Enter all required fields**



- Scroll down and read the Terms and Conditions.
- Check the box indicating that you agree
- Select “Submit”
- Your new banking account information has been added to your account, but not verified. Once the new account information has processed through either a payroll, refund, reimbursement, or other payment, the new banking account will switch to a Verified status.

**Tip: please keep checking on your banking information for verification**

Payroll Deposits	Verification	Amount	Deposit Priority	
MCFCU	Not Verified	[REDACTED]	1	>
Morehd Community FCU	Verified	[REDACTED]	2	>
Morehd Community FCU	Verified	Balance	Last	>

Refunds, Reimbursements & Payments

You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.