

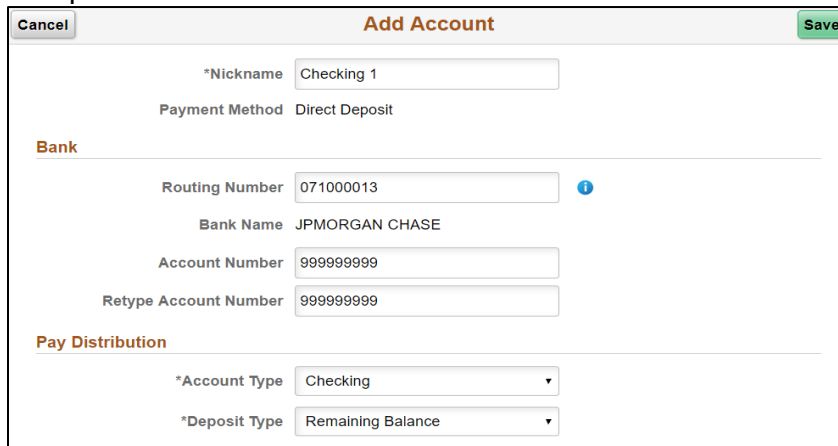




Direct Deposit Self-Service Instructions

1. Confirm you are on the Illinois State University network.
 - a. If you are on campus, you are automatically on the network.
 - b. If you are off campus, use multi-factor authentication (MFA). For assistance with MFA, contact the IT Help Desk at 309-438-4357 or SupportCenter@IllinoisState.edu
2. Open a web browser and navigate to My Illinois State found at <https://my.illinoisstate.edu>
3. Select the *Central Login* button  to login using your ULID and Password.
4. Select the *Pay & Benefits* tab.
5. Select the *iPeople* button.
6. Select the *Direct Deposit* tile.
7. Under *Accounts*, select the plus sign to add your banking information.
8. Select *OK...* to acknowledge your acceptance of the terms and conditions.
9. Select the  icon to see a sample check to identify the location of the routing number and account number.
10. On the *Add Account* screen, enter the following information:
 - a. *Nickname* (assign a description or name to your account)
 - b. *Routing Number* (obtained from your check or by contacting your banking institution)
 - c. *Account Number* (obtained from your check or by contacting your banking institution)
 - d. *Retype Account Number*
 - e. *Account Type*: Select *Checking* or *Savings*
 - f. *Deposit Type*: You are encouraged to select *Remaining Balance* on one entry. Other options are *Amount* and *Percent*.




Add Account

*Nickname

Payment Method

Bank

Routing Number 

Bank Name

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

11. You may split your deposit into multiple accounts by repeating the *Add Account* process.
12. Select *Save*.
13. You will receive an email confirmation soon after selecting *Save*.
14. It may take up to two pay periods for your changes to go into effect. Until then, a check will be issued for any payment.