STEPS FOR DIRECT DEPOSIT IN SELF-SERVICE

Login to your eCentral account and find the Financial Information section on left side.

Select Banking Information Tab.

Select Add An Account Tab below.
**Steps for Direct Deposit in Self-Service**

**Slide Activate Tab to the right to add bank information.**

**Financial Information** • Banking Information

**Banking Information**

< Back

**New Deposit**

Bank Account Usage

Refund, Reimbursement & Payment Deposit → Activate

[Next] [Cancel]

**Select the blue button NEXT which will provide the box below to add new account information.**
Fill in the boxes below and press Submit at the bottom.

Edit Bank Account Details

Add a New Bank Account

Account Nickname

New Account

Country of Bank

United States

Routing Number *

View sample check image

Bank Account Number *

View sample check image

Re-enter Bank Account Number *

View sample check image

Account Type

Checking

Terms and Conditions

By submitting your bank information, you authorize East Central College to initiate credit entries to the account entered and the financial institution, hereafter called FINANCIAL INSTITUTION, to credit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of US law. This authority is to remain in full force and effect until I terminate it in such time and manner as to allow East Central College and Financial Institution time to act on termination.

I agree to the terms and conditions

Back Submit
Once you have completed this process the bank information provided will be sent to the bank for verification. If there are any issues with the bank information provided the bank will contact Financial Services and our office will contact the student.

Please allow up to 2 weeks for the verification process.

If there are any questions Financial Services is always available to help with any questions. 636-584-6739.