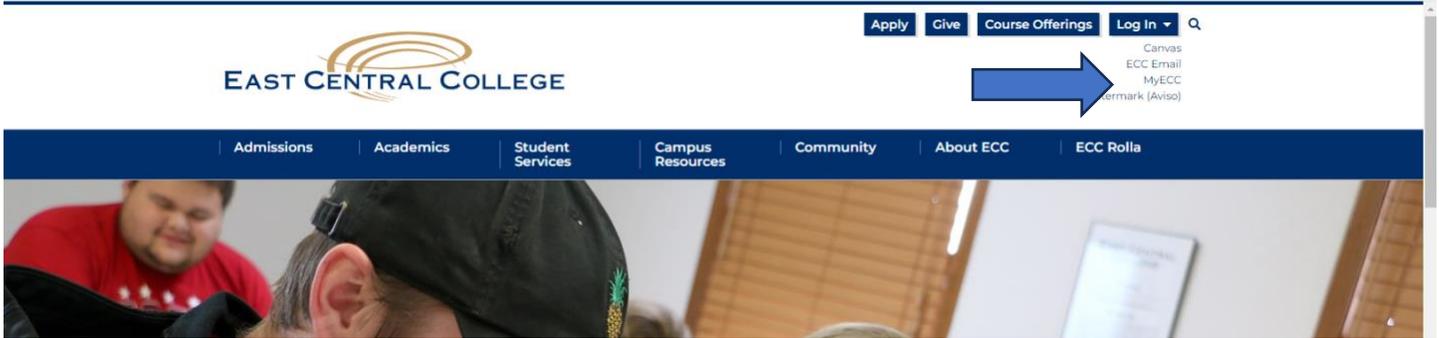


STEPS FOR DIRECT DEPOSIT IN SELF-SERVICE

Login to your MyECC account



Select Banking Information Tab above to begin the process of entering your bank information.

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



Student Finance

Here you can view your latest statement and make a payment online.



Banking Information

Here you can view and update your banking information.



Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.



Course Offerings

Here you can view and search the course catalog.



Financial Management

Here you can view the financial health of your cost centers and your projects.

STEPS FOR DIRECT DEPOSIT IN SELF-SERVICE

Select **Add An Account Tab** below.

[Financial Information](#) · [Banking Information](#)

Banking Information

Active Accounts



+ Add an Account

Refunds, Reimbursements
& Payments

View All

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

[Financial Information](#) · [Banking Information](#)

Banking Information

< [Back](#)

New Deposit

Add a Bank Account

Bank Account Usage

Refund, Reimbursement & Payment Deposit



Activate

Next

Cancel



Select the button **NEXT** which will provide the box below to add new account information.

STEPS FOR DIRECT DEPOSIT IN SELF-SERVICE

Fill in the boxes below and press Submit at the bottom.

Edit Bank Account Details

New Account

Account Nickname

New Account

Country of Bank

United States

Routing Number *

View sample check image

Bank Account Number *

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, herinafter 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

STEPS FOR DIRECT DEPOSIT IN SELF-SERVICE

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 you.

Please allow up to 2 weeks for the verification process.

If there are any questions Financial Services is always available to help with questions.

636-584-6739