**Direct Deposit Services at the University of Alaska**

How do I sign up?

To sign up for Direct Deposit go to **UAONLINE** –

Sign In using your UA ID/Pin

Hit the button for Financial Information

Hit the [Direct Deposit Services] button and then:

* Select 1st time setup of direct deposit
* Select the account type
* Enter in the bank routing code
* Enter account number
* Re-enter account number
* Click SUBMIT button

How will I know when my refund and/or reimbursement is posted to my account?

* The university will notify you by e-mail. Notification will NOT include the amount, bank name, or your checking/savings account number. You must confirm your deposit with your bank.