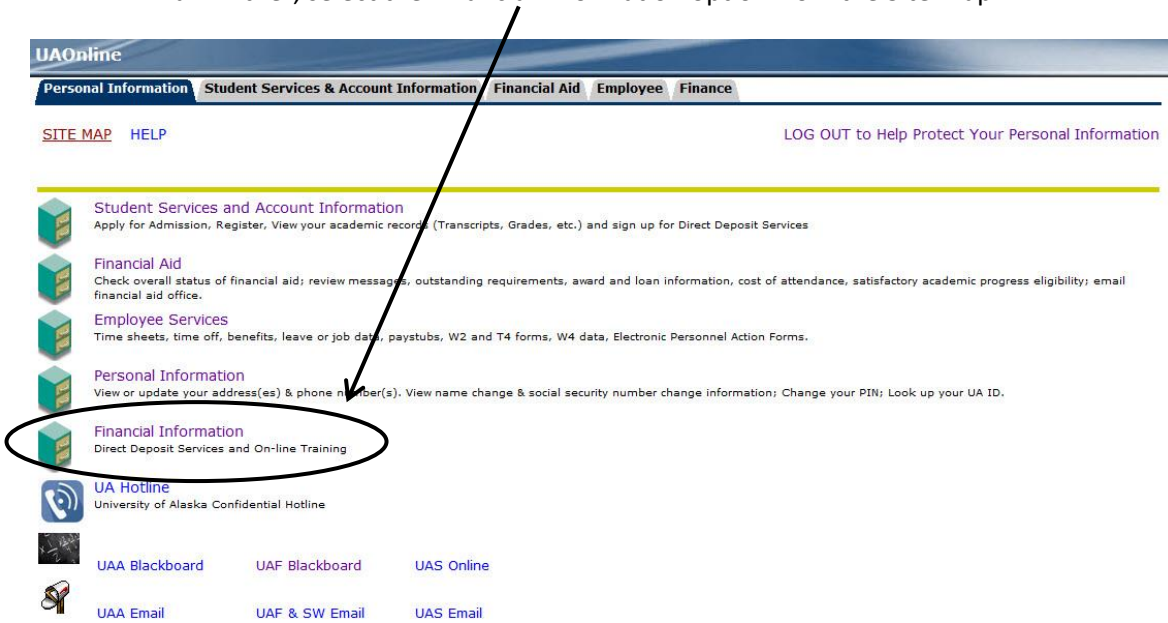


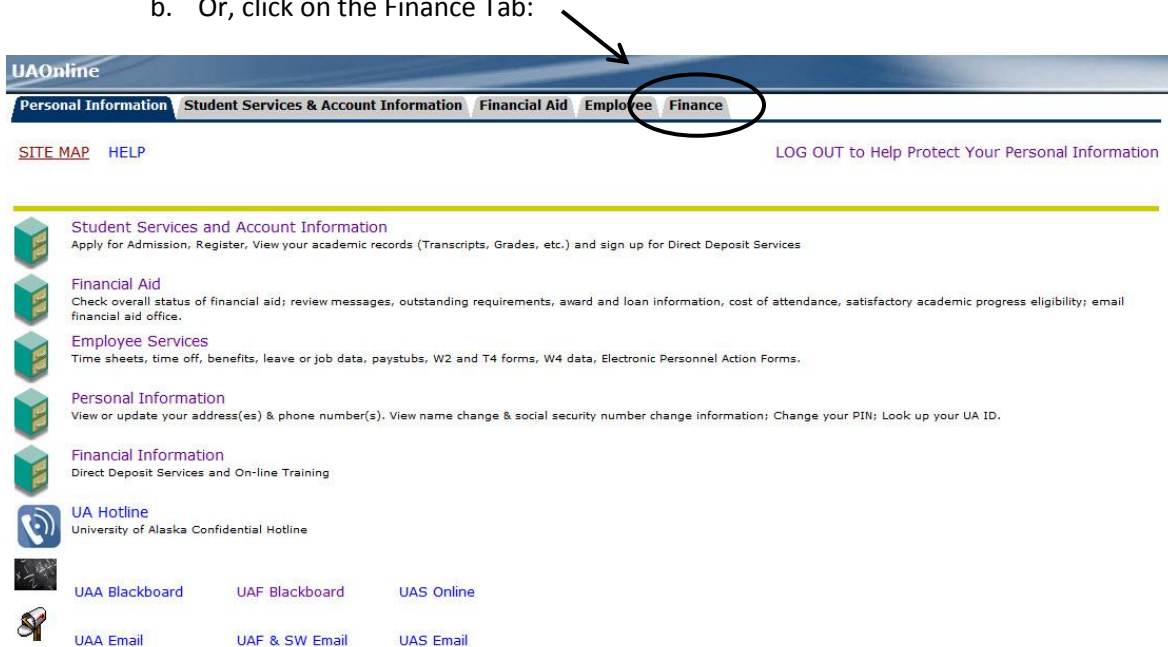
# How to sign up for Direct Deposit

Please note that Direct Deposit for Payroll payments is set up through HR; whereas, Direct Deposit for TEM and other Accounts Payable reimbursements needs to be set up through UAOnline.

1. Sign into UAOnline (<https://uaonline.alaska.edu/>)
2. You can get to the Finance information two ways:
  - a. Either, select the Financial Information option from the Site Map:



- b. Or, click on the Finance Tab:



3. Under Finance, select Direct Deposit Services:

The screenshot shows the UAOnline website interface. At the top, there is a navigation bar with tabs for 'Personal Information', 'Student Services & Account Information', 'Financial Aid', 'Employee', and 'Finance'. Below the navigation bar, there are links for 'MENU', 'SITE MAP', 'HELP', and 'LOG OUT'. The 'Finance' section is highlighted, and a yellow horizontal line separates it from the rest of the page. Under the 'Finance' section, the following links are listed: 'Direct Deposit Services' (circled in red with a black arrow pointing to it), 'On-Line Training', 'Finance Account Summary', and 'Finance Travel'. Each link has a brief description below it.

4. Under Direct Deposit Services, pick the applicable option and follow the detailed instructions. Please note that you will need your Account Type, Routing Number and Account Number.

The screenshot shows the UAOnline website interface for the 'Direct Deposit Services' page. At the top, there is a navigation bar with tabs for 'Personal Information', 'Student Services & Account Information', 'Financial Aid', 'Employee', and 'Finance'. Below the navigation bar, there are links for 'RETURN TO MAIN MENU', 'SITE MAP', 'HELP', and 'LOG OUT to Help Protect Your Personal Information'. The 'Direct Deposit Services' section is highlighted, and a yellow horizontal line separates it from the rest of the page. The page content includes: 'Direct deposit enrollment allows for any payment to be deposited into your personal checking or saving account. Examples of the types of payments are financial aid, student refunds, travel reimbursement, etc.'; a red warning: 'This does not include PAYROLL.'; instructions on how to enroll; information on the timeline for enrollment; details on authorization; and confirmation of enrollment. At the bottom, there is a section titled 'Select one of the following choices:' with a list of links: 'First time setup of direct deposit', 'View your direct deposit setup', 'Change your direct deposit account', 'Reactivate existing direct deposit account', 'Delete the use of direct deposit', 'Change your direct deposit email address', and 'Review your direct deposits'.

Please call Financial Systems if you have any questions – (907) 450-8050.