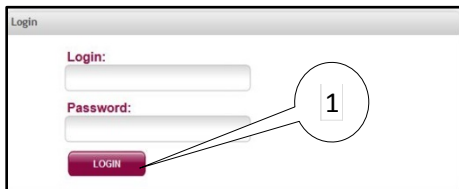


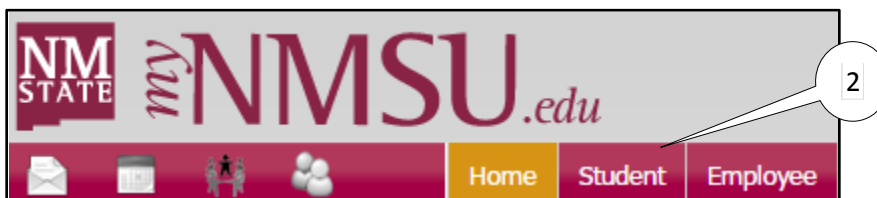
# How to Enroll in Direct Deposit

Students should follow these steps to enroll in direct deposit to allow Financial Aid or other student account refunds to be deposited directly into their account. **Direct Deposit is not used to make payment from your bank to the Cashier's Office.**

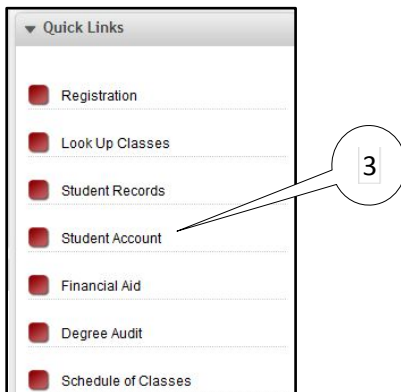
1. Log into [myNMSU](#) with NMSU User Name and Password.



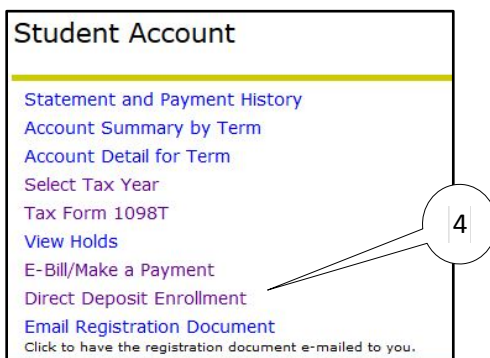
2. Select **Student Tab**.



3. Select **Student Account** from Quick Links.



4. Select **Direct Deposit Enrollment**.



5. Select **Add** to add new account.

Direct Deposit Type	Financial Institution	Bank Routing	Bank Account	Account Type	Amount	
FINANCIAL AID REFUNDS and UNIVERSITY REIMBURSEMENTS						Add
PAYROLL PRIMARY						Add
PAYROLL ADDITIONAL FLAT AMOUNT #1						Add
PAYROLL ADDITIONAL FLAT AMOUNT #2						Add

I agree to NMSU Terms and Conditions of Direct Deposit.

SAVE and SUBMIT Back

6. Enter Bank Routing number.

Bank Routing:

7. Enter and RE-enter Bank Account number.

Bank Account:   
Reenter Bank Account:

8. Select Checking or Savings.

Account Type:  Checking  Savings

9. Review for accuracy.

Bank Routing:   
Bank Account:   
Reenter Bank Account:   
Account Type:  Checking  Savings  
 Activate  Inactivate  
Cancel Add

10. If correct, select **Add**, otherwise select **Cancel**.

Cancel Add

11. Check **I agree to NMSU Terms and Conditions of Direct Deposit**.

I agree to NMSU Terms and Conditions of Direct Deposit.

12. Select **Save and Submit** to complete the Direct Deposit Enrollment Process.

SAVE and SUBMIT

A message will appear confirming that your Direct Deposit preferences have been submitted.