MyCampus Portal – How to Sign Up for Direct Deposit

1. Go to the MyCampus portal site at: https://mycampus.bchs.edu/ics, and log in with your User Name and Password.

2. Once logged in, click the **STUDENTS** tab across the top.
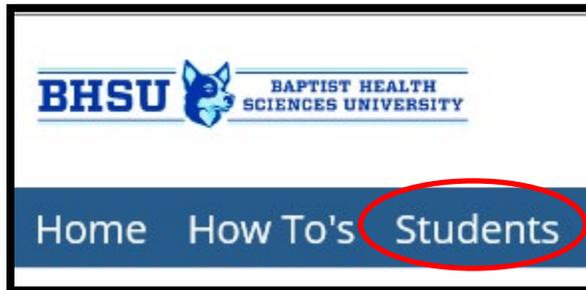
3. Click on **Financial Aid and Student Accounts** in the left margin.
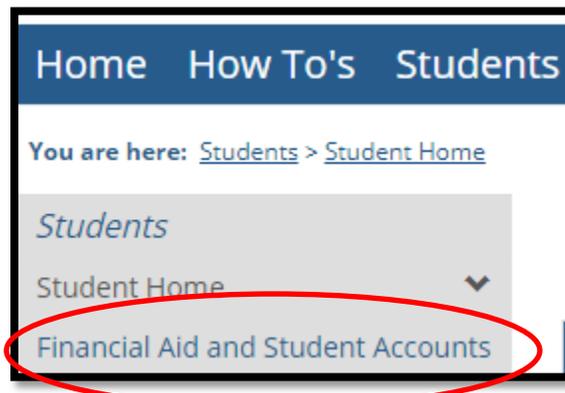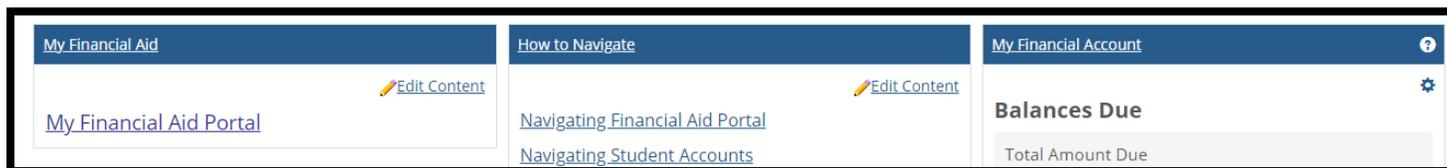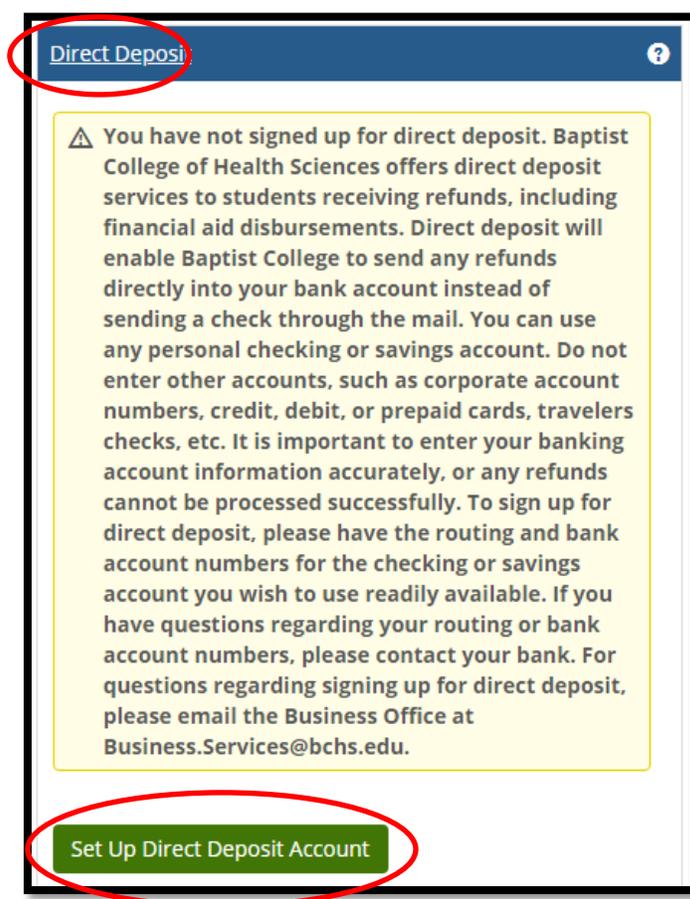
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4. The **Financial Aid and Student Accounts Page** is divided into the following THREE sections:
    a. Left Column – Financial Aid Information
    b. Middle Column – Financial Aid and/or Student Accounts Announcements and Calendars
    c. Right Column – My Financial Account Information

My Financial Aid	How to Navigate	My Financial Account ❓
✏️Edit Content	✏️Edit Content	⚙️
My Financial Aid Portal	Navigating Financial Aid Portal	**Balances Due**
	Navigating Student Accounts	Total Amount Due

5. In the **Direct Deposit** section of the portal, read the instruction box first, then click on the green **Set Up Direct Deposit Account** button to add your bank account information.

> **Direct Deposit** ❓
>
> ⚠️ You have not signed up for direct deposit. Baptist College of Health Sciences offers direct deposit services to students receiving refunds, including financial aid disbursements. Direct deposit will enable Baptist College to send any refunds directly into your bank account instead of sending a check through the mail. You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit, debit, or prepaid cards, travelers checks, etc. It is important to enter your banking account information accurately, or any refunds cannot be processed successfully. To sign up for direct deposit, please have the routing and bank account numbers for the checking or savings account you wish to use readily available. If you have questions regarding your routing or bank account numbers, please contact your bank. For questions regarding signing up for direct deposit, please email the Business Office at Business.Services@bchs.edu.
>
> **Set Up Direct Deposit Account**

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6. On the **Direct Deposit Setup** page, you will see two sections: **Your Bank Account Information** and **Other Information.** All fields marked with an * are required.

a. The **Your Bank Account Information** section is where you will identify the account you want to link for direct deposit.
   i. **Account Type:** From the drop-down, choose an option to indicate if the bank account you are entering for the direct deposit feature is a checking or savings account.
   ii. **Bank Account Located in the United States:** This checkbox identifies if your bank account was opened within the U.S. By default, the checkbox is selected as your bank must be in the US to participate in direct deposit.
   iii. **Routing Number:** Enter your bank routing number for your bank account. This number is a nine-digit number. You will get a red error message if an invalid routing number is entered. Enter your routing number carefully.
   iv. **Account Number:** Enter the account number for the bank account you want to use to receive your direct deposit refunds.
   v. **Confirm Account Number By Entering Again:** Re-enter your account number. This is very important to confirm your refund will go to the correct account. If your numbers match, you will see a green check mark and you can continue. If you see a red exclamation mark, your numbers do not match and you should carefully re-check your account number.

b. The **Other Information** section is where you set up the labeling that will help you and the College when identifying your account.
   i. **Direct Deposit Account Name:** Enter a name **(no more than 15 characters)** for this account as you want it to appear in the system. This is also the name you will see when you view your account.
   ii. **Begin Date:** Choose a date when you want to start receiving refunds into this account. **This date must be the current date.**

7. Click **Continue**.
   a. The **Continue** button will be grayed out until you successfully enter all information into all required fields. It will highlight blue once you can move forward.

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8. The **Direct Deposit Consent** page will appear where you must read and agree to the terms. Once you check the **Consent** box, click the green **Submit** button to finish the process.

9. Your **Direct Deposit Account** will display as below once you have successfully entered your account, and you are ready to receive your refunds, if applicable, via direct deposit.

NOTE:

You can only have one account set up for direct deposit at a time. To change the account, you will need to delete the current account and add a new account.

Deleting your direct deposit bank account will stop any refunds from being deposited. To prevent delays in receiving your funds, be sure you have an up to date account submitted at least two days prior to published refund dates. If refunds are in progress before you update your account, a direct deposit will be sent to the account on file, and you must wait for the funds to be returned before the refund can be reissued. This can take anywhere from 3-30 days.

10. From the Direct Deposit page, click the trashcan icon on the row of the current bank account to delete it. Follow steps 1-9 to add a new account.