

## Add New Direct Deposit

1. Log into Patriot Web Self Service. Go to your Personal Information Tab and select “Direct Deposit Allocation”.



The screenshot shows the George Mason University Patriot Web Self Service interface. At the top left is the George Mason University logo. Below it are three navigation tabs: "Personal Information" (highlighted in yellow), "Student Services", and "Financial Aid". A search bar with a "Go" button is located below the tabs. The main content area is titled "Personal Information" and contains a list of menu items: "View the Terms of Usage Agreement", "Personal Profile", "Direct Deposit Allocation" (highlighted in yellow), "Ethnicity and Race Change Information", "Name Change Information", "Social Security Number Change Information", "Answer a Survey", and "Mason Alert Registration". Below the menu items is a horizontal line, followed by the text "RELEASE: 8.9.1.3" and "© 2021 Ellucian Company L.P. and its affiliates."

2. Once on the page, under Accounts Payable Deposit select “Add New”



The screenshot shows the "Direct Deposit Allocation" page. At the top, it says "Direct Deposit Allocation". Below that is a section titled "Accounts Payable Deposit". In the bottom right corner of this section, there are two buttons: "Delete" and "Add New" (highlighted in yellow). Below the "Accounts Payable Deposit" section is a message box with an information icon and the text: "You have not added an Accounts Payable allocation yet. Click 'Add New' to add an allocation."

3. A box will pop up to enter your banking information.
- a. Enter your 9-digit bank routing number. An invalid routing number will not allow you to move forward.

The screenshot shows a web form titled "Add Accounts Payable Deposit" with a close button (X) in the top right corner. The form contains three input fields at the top: "Bank Routing Number" (highlighted in yellow), "Account Number", and "Verify Account Number". The "Bank Routing Number" field contains the value "256078455". Below these fields is a red error message: "An invalid routing number was entered. Please enter a valid routing number". Underneath the error message are two more fields: "Bank Name" (empty) and "Account Type" (a dropdown menu currently showing "Checking"). At the bottom of the form is a checkbox with the text: "By checking this box, I authorize the institution to initiate direct credits or debits on my behalf".

A valid Bank Routing Number will auto-fill the bank name in the box below it.

- b. Enter your bank account number
- c. Select your account type.

This screenshot shows the same "Add Accounts Payable Deposit" form, but now with the "Account Number" field highlighted in yellow and containing the value "123456789". The "Verify Account Number" field also contains "123456789". The "Bank Name" field is now filled with "Pentagon FCU", which was auto-filled based on the routing number. The "Account Type" dropdown menu is open, showing two options: "Checking" (highlighted in yellow) and "Savings". At the bottom of the form, there are two buttons: "CANCEL" on the left and "SAVE NEW DEPOSIT" on the right. The checkbox at the bottom is still present.

**NOTE: If you are missing any of this information, you should contact your bank directly for any questions about your bank's routing or personal bank account numbers.**

4. Check the box at the bottom of the form to authorize direct deposit transactions.

Add Accounts Payable Deposit ✕

Bank Routing Number ⓘ Account Number ⓘ Verify Account Number

256078446 123456789 123456789

Bank Name Account Type

Pentagon FCU Checking ▼

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

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CANCEL | SAVE NEW DEPOSIT

5. Select “Save New Deposit” and you will see a green confirmation box at the top of your screen if saved successfully.

Direct Deposit Allocation ✔ Saved Successfully

ⓘ Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.

Accounts Payable Deposit ▲

⊖ Delete ⊕ Add New

Bank Name	Routing Number	Account Number	Account Type	Status
<input type="checkbox"/> Pentagon FCU	xxxxx8446	xxxxx6789	Checking ▼	Active

If you have any additional questions about your Direct Deposit Allocation, please contact Student Accounts at: <https://studentaccounts.gmu.edu/contact/> or call (703) 993-2000.

## To Remove or Edit Direct Deposit Information

### 1. Select your account using the box under “Bank Name”

Direct Deposit Allocation

*Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.*

Accounts Payable Deposit

Bank Name	Routing Number	Account Number	Account Type	Status
<input checked="" type="checkbox"/> Pentagon FCU	xxxxx6446	xxxxx5789	Checking	Active

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

### 2. Select “Delete” to make changes to your account information.

Direct Deposit Allocation

*Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.*

Accounts Payable Deposit

Bank Name	Routing Number	Account Number	Account Type	Status
<input checked="" type="checkbox"/> Pentagon FCU	xxxxx6446	xxxxx5789	Checking	Active

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

### 3. A pop-up notification will ask you to confirm, select “Delete”

Direct Deposit Allocation

*Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.*

Accounts Payable Deposit

Bank Name	Routing Number	Account Number	Account Type	Status
<input checked="" type="checkbox"/> Pentagon FCU	xxxxx6446	xxxxx5789	Checking	Active

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

⚠ Are you sure you want to delete this Accounts Payable deposit?

### 4. Follow steps #2 – 5 of “Add New Direct Deposit”