


1. Log into CheckMarq and on the Quick Links Bursar tab click on the **Sign up for direct deposit refunds or student payroll** link

## Quick Links

<a href="#">Academics</a>	<a href="#">Financial Aid</a>	<a href="#">Bursar</a>	<a href="#">Guest Access</a>	<a href="#">MCAN</a>	<a href="#">Before Leaving MU</a>
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<ul style="list-style-type: none"><li>▶ <a href="#">View bursar account summary</a></li><li>▶ <a href="#">View bursar account activity</a></li><li>▶ <a href="#">View e-bill statements</a></li><li>▶ <a href="#">Make a payment</a></li></ul>	<ul style="list-style-type: none"><li>▶ <a href="#">View 1098-T tax information form</a></li><li>▶ <a href="#">Learn about the Marquette Monthly Payment Plan</a></li><li>▶ <a href="#">Sign up for direct-deposit refunds or student payroll</a></li><li>▶ <a href="#">View the payment policy</a> </li></ul>
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2. Click on **Add Account**

Review, add or update your direct deposit information.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Deposit Order		

[Add Account](#)

[Return to Student Center](#)

3. Enter your **Bank Routing Number, your Account Number, the Account Type** and click **Save**

## Direct Deposit

### Add Direct Deposit

#### Your Bank Information

Routing Number:

[View check example](#)

#### Distribution Instructions

Account Number:

\*Account Type:

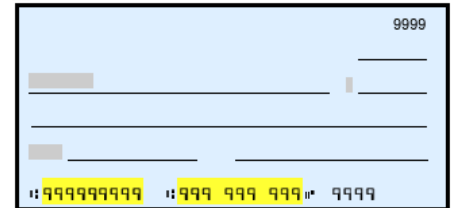
\*Deposit Type:

Save

[Return to Direct Deposit](#)

\* Required Field

Check Example



1 - Routing Number  
2 - Account Number

- You should receive the message below to indicate you have successfully entered your direct deposit information.

## Direct Deposit

### Save Confirmation



The Save was successful.

Due to timing, your change may not be reflected on the next direct deposit refund or paycheck.

OK

- Click **OK**. You will then be able to review or edit the information you entered.

Review, add or update your direct deposit information.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Deposit Order		
<a href="#">Checking</a>	075000019	321321321	Balance	999	<a href="#">Edit</a>	<a href="#">Delete</a>

[Return to Student Center](#)