1. Log into <u>CheckMarq</u>. Click on the **Student Account** tile then click on **Direct Deposit** in the menu on the left side of the screen.

	Account Balance
Student Account	Account Activity
	Make A Payment
	Payment Plan Information
5 -	Payment Policy
	Direct Deposit
	E-Billing Statements
	View 1098-T

2. Click on Add Account.

Review, add or update Add Account Birect Deposit Account	our direct deposit information.			1 row
Account Type	Routing Number	Account Number	Deposit Type	

3. Enter your Bank's Routing Number\*, your Account Number, Account Type and click Save.

Your Bank Information	
View check example *Routing Number	1001/104E 0002 000/23 23 8teet 0000 PAY TO THE ORDER OF \$
	DOLLARS
Distribution Instructions	Bank Name
*Account Number	<u>MI360</u> 1234567690 001234567890 00123
*Account Type	
*Deposit Type Balance 🔻	Routing Number Account Number
Save Return * Required Field	*If you do not have checks your bank's routing number can be found on their website or in your online bank account.

4. You will receive this message if the information was successfully added:



5. Click OK. You will then be able to review or edit the account information you have entered.

Review, add or update	your direct deposit inform	nation.			
Direct Deposit Accounts 1 row					
Account Type	Routing Number	Account Number	Deposit Type		
Checking	1234567890	001234567890	Balance	Edit	Delete