COIN Help – Enroll in Direct Deposit

When you set up direct deposit in COIN, any monies owed to you, such as refunds for overpayment or financial aid excess amounts will be deposited directly into a bank account you have designated.

1. Log into COIN.
2. In the navigation menu on the left, select Finance Center.
3. In the Account Management section, select Enroll in Direct Deposit.
4. Click the Enroll in Direct Deposit button.

If you have not set up any bank accounts in COIN, the Bank Details page is displayed. Otherwise, skip to step 8.
5. Enter the account information into the fields provided.

Type a name for your account into the Nickname field.

Select the Checking or Savings from the Account Type pop-up menu.

Click the View Sample Check link if you need help finding the routing number and account number on your checks.

Use the magnifying glass button to search for your bank by name, or type the Routing number into the field provided.

**Important**: Your bank must be a USA bank. You must provide the correct bank account information so that your direct deposit is sent to you correctly. You are responsible for providing accurate account information.

Enter your account number into the Account Number and Confirm Account Number fields. Be sure to enter only numbers; letters, spaces, hyphens and other punctuation is not permitted.

Enter the name of the Account Holder into the field provided.

6. Click the Next button.
7. A confirmation page is displayed. Click the Proceed to Enroll in Direct Deposit button.

8. Click the Proceed to Enroll in Direct Deposit button.
9. Select the desired account from the pop-up menu, then click the Next button.

10. Read the direct deposit agreement terms carefully, then click the Submit button to proceed.

11. A confirmation message is displayed.

Congratulations! You have successfully enrolled in direct deposit! If you want to add another bank account to your direct deposit account choices, use the Add Another Bank Account button.