

**Overview**

Direct Deposit (eRefunds) allow your funds to be directly deposited into your account, saves you the \$20.00 refund processing fee, and prevents the possibility of your check being lost or delayed in the mail.

1. Go to [MySJSU](http://my.sjsu.edu/) (http://my.sjsu.edu/) and click the **Login to MySJSU** button.



2. Enter your **User ID** and **Password** and click the **Sign In** button.

User ID:

Password:

**Sign In**

3. From the **Student Center** page (your homepage), scroll down to **Finances**.
4. Click on the **Enroll in Direct Deposit** link.

**Finances**

**My Account**  
[Account Inquiry](#)  
[View and Print 1098T form](#)  
[1098T Print Option Inquiry](#)  
[Enroll In Direct Deposit](#)

**Financial Aid**  
[View Financial Aid](#)  
[Accept/Decline Awards](#)

Your browser must allow popups from this site

**PAY NOW!** **PAYMENT PLANS AND ACCOUNT SERVICES**

5. Select **Checking** or **Savings**
6. Enter your **Routing and Account Numbers**.
7. Confirm **Account Number**.

**Enroll In Direct Deposit**

**Beth Smith**

Account Type:  **Checking**  **Savings**

Routing Number:  [What are my Routing and Account Numbers?](#)

Account Number:

Confirm Account Number:

8. After reading the **Terms and Conditions**, check the **acknowledgement box**.

9. Click the **submit** button.

**Terms and Conditions**

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association (NACHA) San Jose State University (SJSU), a campus of the California State University (CSU) system, to credit any reimbursements due to me via automated clearinghouse electronic fund transfer (ACH) to the bank and bank account owned by me referenced above. Further, I hereby authorize SJSU (the CSU) to withdraw funds from the above referenced bank account owned by me via ACH debit. Such debits are authorized only to perform legitimate and appropriate financial transactions between me and SJSU (the CSU) including, but not limited to, retrieval of reimbursement overpayments. This authorization will remain in effect until withdrawn by me via use of the "withdraw from direct deposit" button that appears on this page. A new authorization must be completed if I change my bank account or change financial institutions.

Note: I understand that SJSU requires from two to three (2-3) business days to set up this initial authorization and two (2) business days for funds to become available following an ACH electronic funds transfer.

I acknowledge that I have read and agree to the above Terms and Conditions.

10. **Confirm account information.**

- Account Type
- Routing Number
- Account Number

11. Click the **OK** button.

**Direct Deposit Confirmation**

Confirm you are enrolling in Direct Deposit with the following account information:

**Account Type:** Checking  
**Routing Number:** 123456789  
**Account Number:** 123456789

Numbers listed are for example only.

12. Congratulations, you are now enrolled in **Direct Deposit** (eRefund).

13. Click on the **OK** button to return to your Student Center.

**Direct Deposit Confirmation**

Congratulations you are now enrolled in Direct Deposit with the following account information:

**Account Type:** Checking  
**Routing Number:** 123456789  
**Account Number:** 123456789

Numbers listed are for example only.

For additional assistance, visit [MySJSU Financial Information](http://my.sjsu.edu/students/help/) (http://my.sjsu.edu/students/help/).