Enrolling in Direct Deposit with Canelink

To setup direct deposit, please login at canelink.miami.edu with your username and password. Click on the “Go to Student Center” button:

Under the “Finances” section, click on the drop-down menu and select “Enroll in Direct Deposit.” Click on the double-arrow button to the right of the menu to confirm your selection.

At the next screen, click on the “Enroll in Direct Deposit” button.
Direct deposit can only be setup with a domestic bank account. Select the radio button next to “Intention to transfer funds to a domestic bank account” and fill out the fields in the form below with your bank account information. Please confirm with your bank that you have the correct information. The “Nickname” can be any name you wish to save as this account’s profile name. When you have finished filling out all of the fields, click on the “Next” button.

Add Bank Account Details

Enter the bank and account details below and click next to proceed. If your bank is not listed, please contact the Bursar's Office.

You will need to read the agreement and accept the terms in order to enroll in direct deposit. Once you have read the agreement text, check the box next to “Yes, I agree to the terms and conditions of this agreement.” Click on the “Submit” button to confirm your choice.
Once you have successfully added a bank account, click on the “Proceed to Enroll in Direct Deposit” button.

At the next screen, click once again on the “Proceed to Enroll in Direct Deposit” button.
Click on the **drop-down menu** and select the bank account you wish to use for direct deposit. If you have saved more than one bank account profile in Canelink, you will see multiple accounts listed here. Confirm your selection by clicking on the “**Next**” button.

Please read the agreement below. If you agree to the terms, check the **box** that reads “**Yes, I agree to the terms and conditions of this agreement.**” Click on the “**Submit**” button to confirm your choice.

You are now successfully enrolled in direct deposit!
Modifying Your Direct Deposit

To change your direct deposit bank account information, you must create a new bank account profile. Go back to the “bank accounts” tab under “Account Services” and click on the “Add Account” button.

Once you have saved a new account profile, go to the “direct deposit” tab and click on the “Modify Direct Deposit” button.

You will see all saved bank account profiles listed. Click on the “Proceed to Modify Direct Deposit” button.
Click on the drop-down menu and select the account to setup direct deposit with, then click on the “Next” button.

Please read the agreement below. If you agree to the terms, check the box that reads “Yes, I agree to the terms and conditions of this agreement.” Click on the “Submit” button to confirm your choice.

You have now updated your direct deposit information!
If you wish to delete a previously saved bank account profile, go to the “bank accounts” tab under “Account Services.” You will see all currently-saved bank account profiles listed below.

*Note that you can only delete a bank account profile that is not currently active for direct deposit.*

Click on the trashcan icon next to the profile you wish to delete.

![Bank Account Summary](image)

At the next screen, click the “Yes” button to confirm your choice.

![Confirmation Dialog](image)