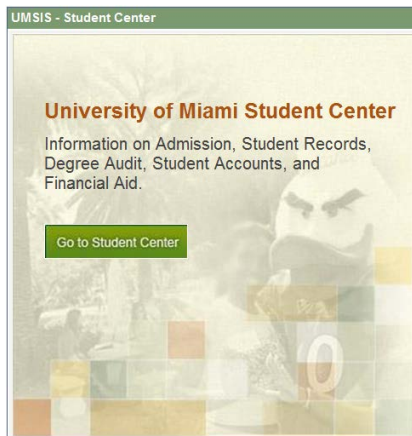
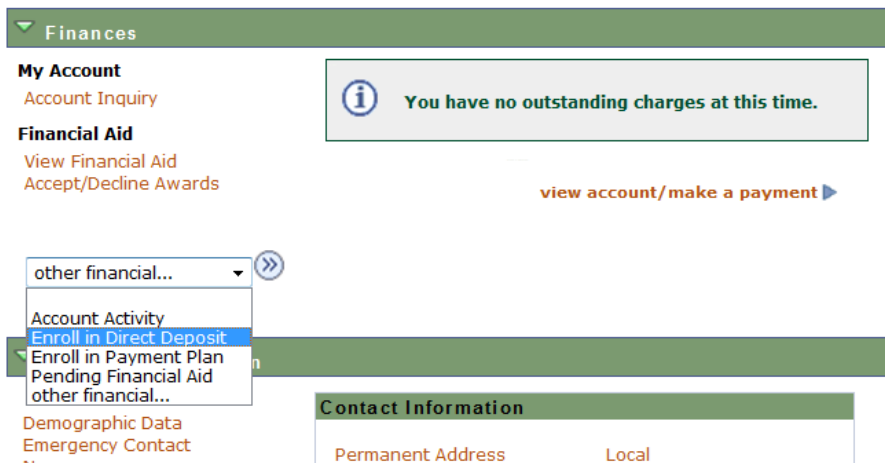


Enrolling in Direct Deposit with Canelink

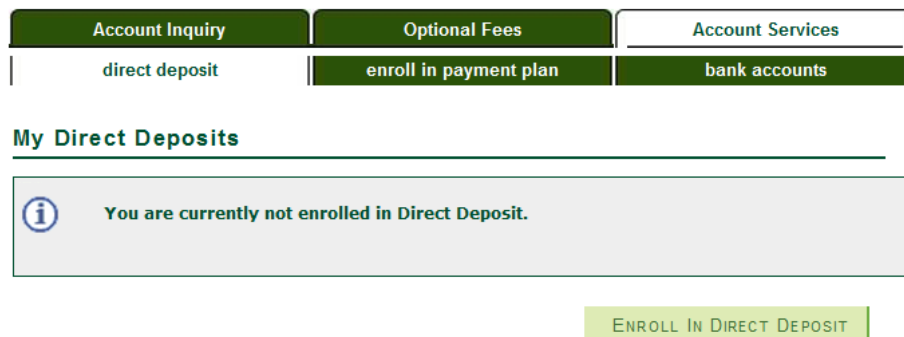
To setup direct deposit, please login at canelink.miami.edu with your username and password. Click on the “**Go to Student Center**” button:



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.

Bank Details

Intention to transfer funds to a foreign bank account
The University of Miami's system does not process refunds directly to foreign financial institutions. Students who intend to transfer their refunds to a foreign bank account will receive their refunds via paper check and will not have the option to receive direct deposit.
Please [click here](#) to refer to the Office of Student Accounts webpage for more information.

Intention to transfer funds to a domestic bank account
Enter the bank and account details below and click next to proceed. If your bank is not listed, please contact the Office of Student Accounts.

Nickname

Account Type [View Sample Check](#)

Routing Number

Account Number

Confirm Account Number

Account Holder

Bank Location is United States
Currency used is US Dollar

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.

Account Inquiry	Optional Fees	Account Services
direct deposit	enroll in payment plan	bank accounts

Manage My Bank Accounts

Agreement

Review the agreement and click Submit to complete this transaction.

Bank Details

The following account will be added to your Bank Account List:
(Your information here.)


I hereby authorize the University of Miami, in accordance with the rules and regulations of the National Automated Clearinghouse Association, to credit and/or debit the bank account referenced above. I confirm that I am the primary account holder listed on this account OR that I am authorized to use this account by the account owner. I understand that I must update my bank account information on this web page in the event the bank account is closed or in the event I should establish a separate account where I would prefer for my refunds to be deposited. I understand that failure to update this information in a timely manner could lead to delays in the issuance of any refunds that I may be owed.

I agree to the terms and conditions of this agreement.

The agreement is dated: **(Today's date.)**

Yes, I agree to the terms and conditions of this agreement.


Once you have successfully added a bank account, click on the “Proceed to Enroll in Direct Deposit” button.

go to ... 

Account Inquiry	Optional Fees	Account Services
direct deposit	enroll in payment plan	bank accounts

Manage My Bank Accounts

Result

 **You have successfully added the bank account**

Bank Details
Nickname
Account Type
Bank Code **(Your information here.)**
Branch
Account Number
Account Holder

[ADD ANOTHER BANK ACCOUNT](#) [PROCEED TO ENROLL IN DIRECT DEPOSIT](#)

At the next screen, click once again on the “Proceed to Enroll in Direct Deposit” button.

Account Inquiry	Optional Fees	Account Services
direct deposit	enroll in payment plan	bank accounts

My Direct Deposits

Bank Account Summary

You have the following bank accounts set up.

If you intend to use other bank account not listed below, click on Add Another Bank Account. Otherwise, click on Proceed to Enroll in Direct Deposit.

Bank Account Summary as of (Today's date.)		
Bank Account Nickname	Bank Account Type	Bank Account Number
(Your information here.)	(Your information here.)	(Your information here.)

[ADD ANOTHER BANK ACCOUNT](#) [PROCEED TO ENROLL IN DIRECT DEPOSIT](#)

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.

Account Inquiry	Optional Fees	Account Services
direct deposit	enroll in payment plan	bank accounts

Enroll in Direct Deposit

Add Direct Deposit

Only a single distribution is allowed. Select a bank to designate as remaining balance.

Direct Deposit Distribution			
Bank Account Nickname	Distribution Type	Amt./Pct.	Priority
Select Bank Account	Balance		
Select Bank Account (Your saved bank account profile.)			

Currency used is US Dollar

CANCEL NEXT

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.

Agreement

Review the bank information and agreement. Click Submit to complete the Direct Deposit enrollment.

Bank Name	Distribution Type	Amt./Pct.	Priority
(Your saved bank account profile.)	Balance		

Currency used is US Dollar

You are about to enroll in Direct Deposit of your refund checks. Signing up for direct deposit will allow excess proceeds from financial aid and over payments applied to your student account to be deposited directly into your checking or savings account. You will receive your funds faster with direct deposit instead of a check mailed to you.

I hereby authorize my institution to credit any reimbursements due to me via electronic fund transfer (“ACH”) to the bank(s) referenced above.

You may change your account information as necessary. Should you wish to cancel your direct deposit enrollment, please notify the Office of Student Accounts.


The agreement is dated: (Today's date.)

Yes, I agree to the terms and conditions of this agreement.

CANCEL BACK SUBMIT

You are now successfully enrolled in direct deposit!

Result

 Congratulations! You are now enrolled in direct deposit.
View the summary below.

Bank Name	Distribution Type	Amt./Pct.	Priority
(Your saved bank account profile.)	Balance		

Currency used is US Dollar

GO TO DIRECT DEPOSIT SUMMARY

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.

Account Inquiry	Optional Fees	Account Services
direct deposit	enroll in payment plan	bank accounts

My Bank Accounts

Bank Account Summary

Listed below are the bank accounts associated to you. You can add, update or view your bank details. To add new bank account details click Add Account. To update, click Edit. To remove, click Delete.

Bank Account Summary as of (Today's date.)				
Bank Account Nickname	Bank Account Type	Account Number		
(Your information here.)	(Your information here.)	(Your information here.)		

ADD ACCOUNT

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

Account Inquiry	Optional Fees	Account Services
direct deposit	enroll in payment plan	bank accounts

My Direct Deposits

Direct Deposit Summary

Listed below are details of your direct deposit distribution. To modify, click Modify Direct Deposit.

Direct Deposit Summary as of (Today's date.)			
Bank Name	Distribution Type	Amt./Pct.	Priority
(Your information here.)	(Your information here.)	(Your information here.)	

Currency used is US Dollar

MODIFY DIRECT DEPOSIT

You will see all saved bank account profiles listed. Click on the “Proceed to Modify Direct Deposit” button.

Account Inquiry	Optional Fees	Account Services
direct deposit	enroll in payment plan	bank accounts

My Direct Deposits

Bank Account Summary

You have the following bank accounts set up.

If you intend to use other bank accounts not listed below, click on Add Another Bank Account. Otherwise, click on Proceed to Modify Direct Deposit.

Bank Account Summary as of (Today's date.)		
Bank Account Nickname	Bank Account Type	Bank Account Number
(Your information here.)	(Your information here.)	(Your information here.)
(Your information here.)	(Your information here.)	(Your information here.)

ADD ANOTHER BANK ACCOUNT

PROCEED TO MODIFY DIRECT DEPOSIT

Click on the **drop-down menu** and select the account to setup direct deposit with, then click on the **“Next”** button.

Account Inquiry	Optional Fees	Account Services
direct deposit	enroll in payment plan	bank accounts

Enroll in Direct Deposit

Add Direct Deposit

Only a single distribution is allowed. Select a bank to designate as remaining balance.

Direct Deposit Distribution			
Bank Account Nickname	Distribution Type	Amt./Pct.	Priority
Select Bank Account	Balance		
Select Bank Account			
(Your saved bank account profile.)			
(Your saved bank account profile.)			

Currency used is US Dollar

CANCEL NEXT

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.

Agreement

Review the bank information and agreement. Click Submit to complete the Direct Deposit enrollment.

Bank Name	Distribution Type	Amt./Pct.	Priority
(Your saved bank account profile.)	Balance		

Currency used is US Dollar

You are about to enroll in Direct Deposit of your refund checks. Signing up for direct deposit will allow excess proceeds from financial aid and over payments applied to your student account to be deposited directly into your checking or savings account. You will receive your funds faster with direct deposit instead of a check mailed to you.

I hereby authorize my institution to credit any reimbursements due to me via electronic fund transfer (“ACH”) to the bank(s) referenced above.

You may change your account information as necessary. Should you wish to cancel your direct deposit enrollment, please notify the Office of Student Accounts.

The agreement is dated: (Today's date.)

Yes, I agree to the terms and conditions of this agreement.


CANCEL BACK SUBMIT

You have now updated your direct deposit information!

Account Inquiry	Optional Fees	Account Services
direct deposit	enroll in payment plan	bank accounts

Enroll in Direct Deposit

Result

 Congratulations! You have successfully updated your direct deposit details.
View summary below.

Bank Name	Distribution Type	Amt./Pct.	Priority
(Your saved bank account profile here.)	Balance		

Currency used is US Dollar

GO TO DIRECT DEPOSIT SUMMARY

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.

Account Inquiry	Optional Fees	Account Services
direct deposit	enroll in payment plan	bank accounts

My Bank Accounts

Bank Account Summary

Listed below are the bank accounts associated to you. You can add, update or view your bank details. To add new bank account details click Add Account. To update, click Edit. To remove, click Delete.

Bank Account Summary as of (Today's date.)				
Bank Account Nickname	Bank Account Type	Account Number		
(Your information here.)	(Your information here.)	(Your information here.)		
(Your information here.)	(Your information here.)	(Your information here.)		

ADD ACCOUNT

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

My Bank Accounts



Are you sure you want to delete Checking Account?

YES

NO