ILLINOIS STATE UNIVERSITY
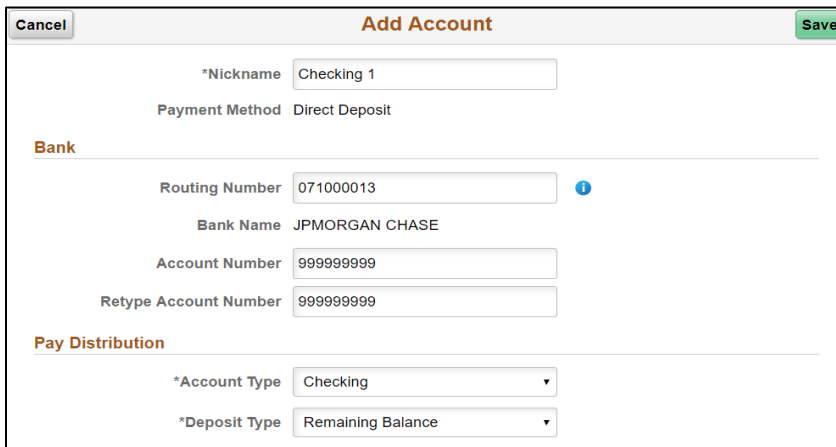*Illinois' first public university*

Direct Deposit Self-Service Instructions

1. Ensure you are on the Illinois State University network (use VPN if you are off campus – call the IT Help Desk at 309-438-4357 if you require assistance setting up your VPN)
2. Navigate to https://my.illinoisstate.edu and login using your ULID and Password
3. Select *Login to iPeople*
4. Select the *Direct Deposit* tile
5. Under *Accounts*, select the plus sign to add your bank account for Direct Deposit
6. Select *OK...* to acknowledge your acceptance of the terms and conditions
7. On the *Add Account* screen, enter the following information:
   a. *Nickname* (assign a description or name to your account)
   b. *Routing Number* (can be obtained from your check or by contacting your banking institution)
   c. *Account Number* (can be obtained from your check or by contacting your banking institution)
   d. Select the ⓘ icon to see a sample check
   e. *Retype Account Number*
   f. *Account Type:* Select *Checking* or *Savings*
   g. *Deposit Type*: You are encouraged to select *Remaining Balance*

Cancel	**Add Account**	Save
*Nickname	Checking 1	
Payment Method	Direct Deposit	
Bank		
Routing Number	071000013	ⓘ
Bank Name	JPMORGAN CHASE	
Account Number	999999999	
Retype Account Number	999999999	
Pay Distribution		
*Account Type	Checking ▾	
*Deposit Type	Remaining Balance ▾	

8. Select *Save* [Save]
9. Call the Payroll Office at 309-438-7677 to get your Direct Deposit approved
   a. The Payroll Office is open Monday-Friday from 8:00am-4:30pm
10. Please allow at least one pay period for your changes to take effect
11. NOTE: Until your Direct Deposit is approved, a check will be issued for any payment processed during the time between Direct Deposit initiation and approval

An equal opportunity affirmative action university encouraging diversity