

## To Set Up Direct Deposit

Go to STARS and log on. In the top left hand corner there is a drop down box with "Menu Selections." Click on the arrow and select Direct Deposit Authorization.



Fill in the information for Payroll Deposits, which is in the **LOWER** part of the screen

A screenshot of a web browser window showing the Western Illinois University Direct Deposit Authorization page. The page title is "Direct Deposit Authorization" and the date is 03/10/11. The page content includes a "Check your information" section with instructions: "Make changes and click ENTER. Call 309-298-1867 for Payroll questions or 309-298-1811 for other Direct Deposit questions." Below this, there are two sections: "Refunds & Other Miscellaneous Payments:" and "Payroll Deposits:". Each section has checkboxes for "Checking" and "Savings", and input fields for "9 Digit Routing Number", "Account Number", and "Name(s) on the Account". The "Payroll Deposits" section also has a "Bank Name" field and an "Amount \$" field. A green arrow points to the "Payroll Deposits" section.

Please click either checking or savings, put in the 9 Digit Routing Number, your account number and the Name(s) on the account. Then hit "Enter" and review the information, including the Bank Name which will come up automatically, and hit "Enter" a second time.

**It is important to hit "Enter" a second time to save the information.**