1. Sign on to BroncoDirect at http://www.cpp.edu/~broncodirect/
2. Select Student Center
3. On the Finances section, click on “Enroll in Direct Deposit.”
4. Select the type of account you have - checking or savings?
   a. Enter your bank routing number – this is the 9 digit number that identifies your bank and is at the bottom left corner of your check (see below)
   b. Enter your account number (see below)
   c. Confirm by re-entering your account number
   d. Agree to the Terms and Conditions by checking the box
   e. Click on “submit”

Please refer to the sample check below to assist in identifying your bank's routing number and your bank account number.
5. This screen is requesting that you to confirm the information you entered.
   a. **Double check that your account type, bank routing number and account number are correct.**

   ![Direct Deposit Confirmation](image)

6. If the account type, bank routing number and account number are correct, click “OK”

7. You will get another Direct Deposit Confirmation page
   a. This screen confirms your enrollment to Direct Deposit

   ![Direct Deposit Confirmation](image)

8. Click “OK”

9. You are done! Your financial aid disbursement or refunds will be automatically credited to the account you entered.