

Cal Poly Pomona

Instructions to Enroll in Direct Deposit of Financial Aid and Refunds

1. Sign on to BroncoDirect at <http://www.cpp.edu/~brncodirect/>
2. Select Student Center

The screenshot shows the BroncoDirect Student Center interface. The 'Finances' section is highlighted with a red box, and a red arrow points to the 'Enroll in Direct Deposit' link. The interface includes a navigation menu on the left, a main content area with 'Academics' and 'Finances' sections, and a right sidebar with various utility links.

Academics Section:

- Enrollment:** [My Class Schedule](#), [Add a Class](#), [Drop a Class](#)
- Academic History:** [Grades](#), [Degree Progress](#)

Finances Section:

- My Account:** [Account Inquiry](#), [Payment Profile](#), [1098T Detail Inquiry](#), [1098T Print Option](#), [Enroll in Direct Deposit](#)
- Financial Aid:** [View Financial Aid](#), [Accept/Decline Awards](#)

Right Sidebar:

- SEARCH FOR CLASSES**
- Holds:** SF Dishonored Check (details ▶)
- To Do List:** No To Do's.
- Advisor:** Program Advisor (Contact your major department for...)
- Cal Poly Pomona Links:** [CPP Home Page](#), [BroncoCompass - Advising e-help - On-line assistance](#)
- Student Services:** [Registrar's Office](#), [Student Accounting/Cashiering](#), [Financial Aid](#)
- Blackboard and Email:** [Blackboard](#), [Campus Email - Outlook](#)

3. On the Finances section, click on "Enroll in Direct Deposit."

Enroll In Direct Deposit

Account Type:

Checking

Savings

Routing Number:

[What are my Routing and Account Numbers?](#)

Account Number:

Confirm Account Number:

Terms and Conditions

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") California State University XX to credit any reimbursements due to me via automated clearinghouse electronic fund transfer ("ACH") to the bank and bank account owned by me referenced above. Further, I hereby authorize CSUXX to withdraw funds from the above referenced bank account owned by me via ACH debit. Such debits are authorized only to perform legitimate and appropriate financial transactions between me and the CSU including, but not limited to, retrieval of reimbursement overpayments. This authorization will remain in effect until cancelled in writing. A new authorization must be completed if I change my bank account, close my bank account, or change financial institutions.

Note: I understand that CSUXX requires ten (10) business days to set up this initial authorization and two (2) business days for funds to become available following an ACH electronic funds transfer.

I acknowledge that I have read and agree to the above Terms and Conditions.

cancel

submit

go to ...




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

 Confirm you are enrolling in Direct Deposit with the following account information:

Account Type: Checking
Routing Number: 123456789
Account Number: 111111111111

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

 Congratulations you are now enrolled in Direct Deposit with the following account information:

Account Type: Checking
Routing Number: 123456789
Account Number: 111111111111

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