

Direct Deposit – Online Instructions

All employees must be set up with direct deposit.

You will need your account number and your routing number to add or change your direct deposit.

TO ADD A NEW DIRECT DEPOSIT:

1. Log into the CSPConnect portal: <https://connect.csp.edu>
2. Go to the Employee Profile card
3. Click on Direct Deposit Information link
4. Under **Proposed Pay Distribution** click the **Add New link (right side)**
5. Enter the following information in the pop-up box
 - a. Bank routing number (It is a nine digit number used to identify your financial institution – usually the first number numbers on your check)
 - i. If correct number is using the Bank name should appear below in the Bank name box
 - b. Account number (Clarify checking or saving account number from your financial institution)
 - c. Account type
 - i. Checking
 - ii. Saving
 - d. Select amount type
 - i. Remaining
 - ii. Specific amount
 - iii. Percentage
 - e. Enter Priority if specific amount or percentage was chosen above
6. Check the box to authorize
7. Click SAVE NEW DEPOSIT

TO EDIT DIRECT DEPOSIT:

1. Log into the CSPConnect portal: <https://connect.csp.edu>
2. Go to the Employee Profile card
3. Click on Direct Deposit Information link
4. Under Proposed Pay Distribution change Account Type, Amount and/or Priority
5. Click Save Changes button

TO DELETE DIRECT DEPOSIT:

1. Log into the CSPConnect portal: <https://connect.csp.edu>
2. Go to the Employee Profile card
3. Click on Direct Deposit Information link
4. Under Proposed Pay Distribution check the box next to the bank name
5. Click Delete in the right corner
6. Click Save Changes button