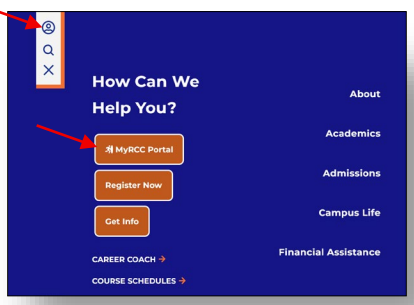
ACH Payments – How to Set up your Account

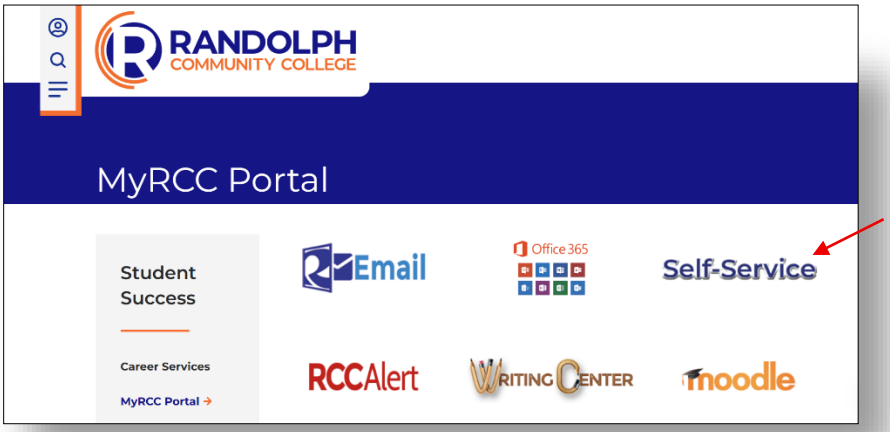
This document provides instructions on how to set up your banking account information in Self-Service to receive a refund/reimbursement through ACH Payments (Direct Deposit).

1. Log into your self-service account by logging onto: https://www.randolph.edu/

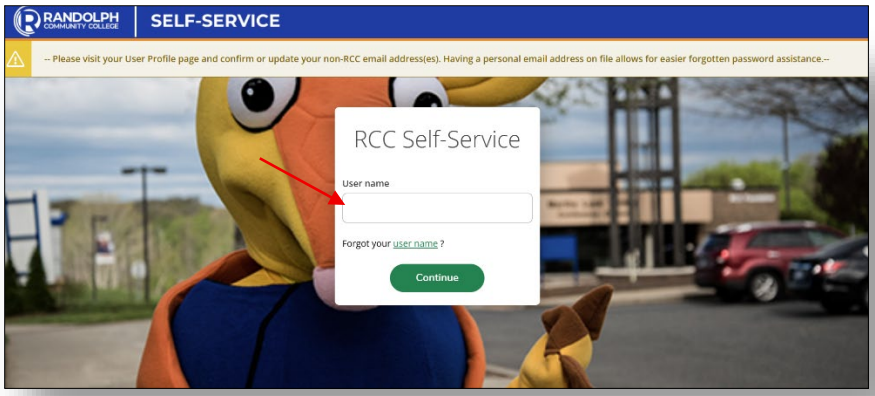
2. Click on circle in the top left-hand corner with the person inside then click the MyRCC Portal:



3. Click on the Self-Service Icon - Self-Service.

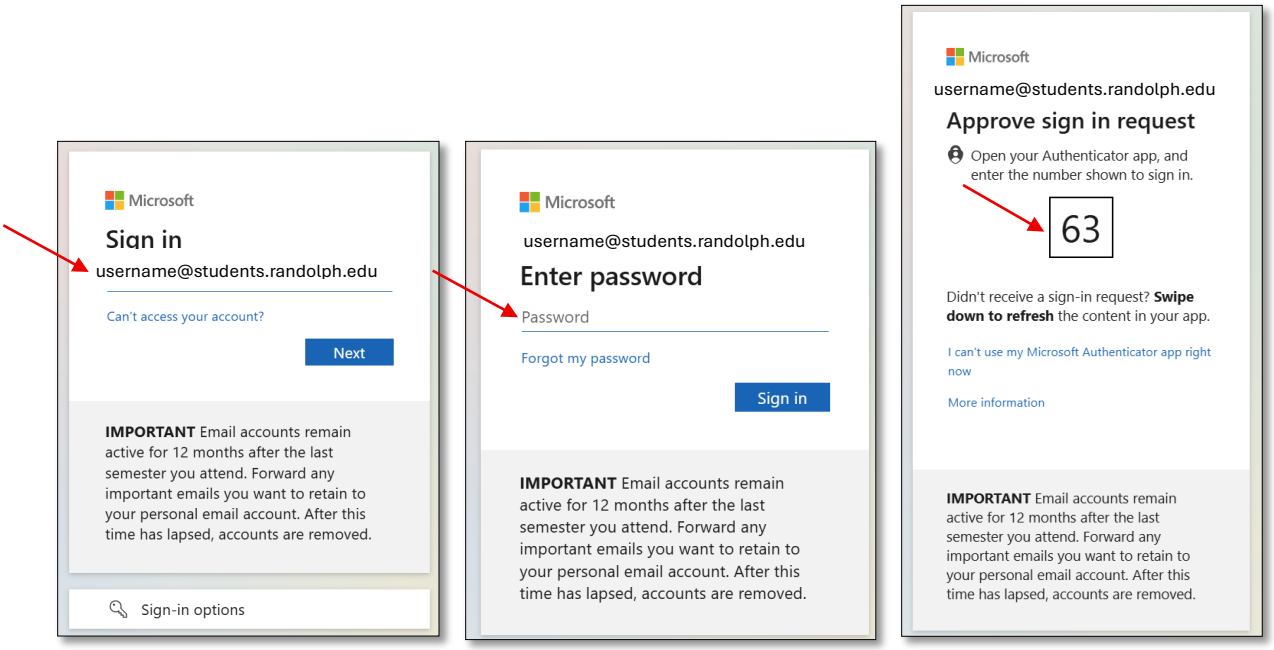


4. Log into your RCC Self-Service Account using the same Username and Password as you would use for your Student Email or Moodle Account. Then click "Continue".

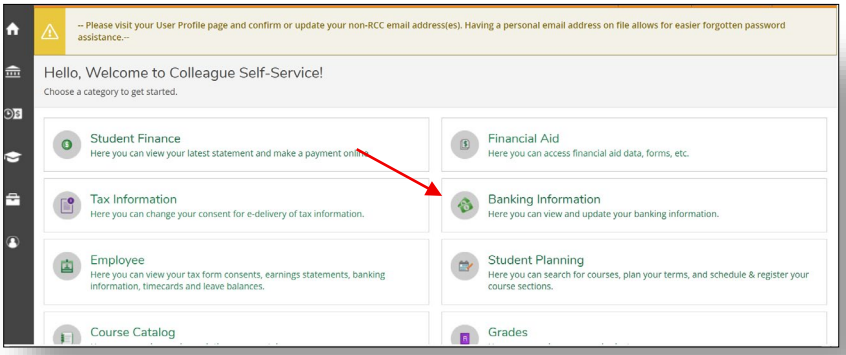


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5. Sign in to the Microsoft page using your RCC Email address and password. You may be prompted to enter the two-digit code for your Two Factor Authentication.



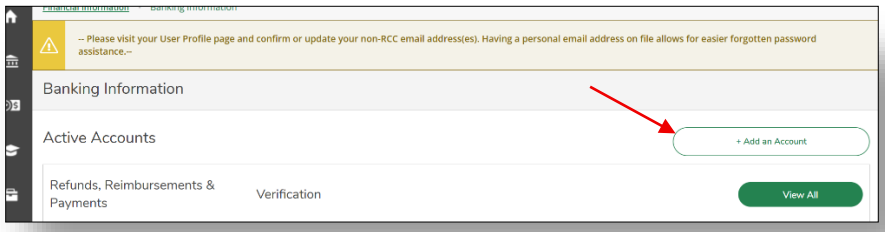
6. Click on Banking Information.



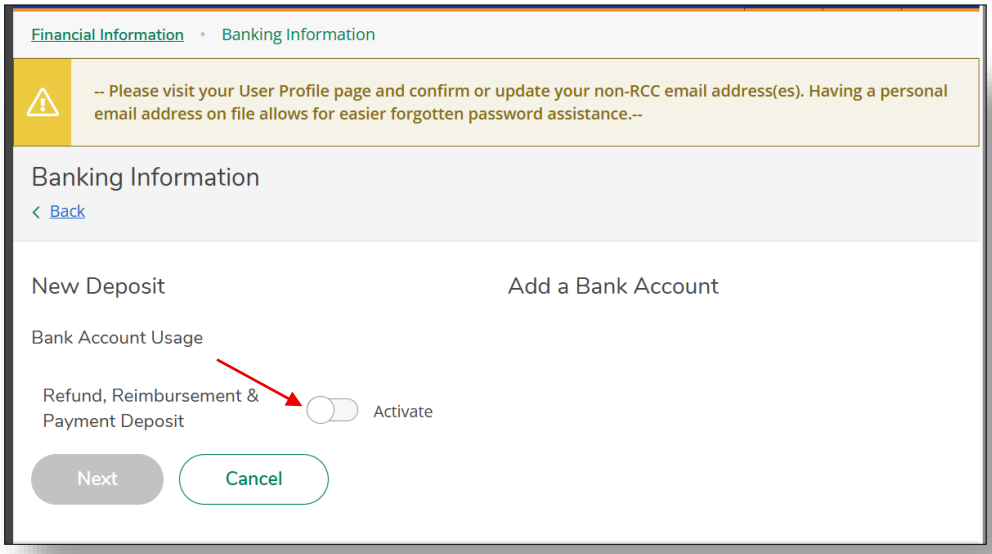
7. Click on “Add an Account”. Here you will be able to enter your banking information. Please double-check your account information to be sure it is correct.

   You will also be able to “View All” accounts that are active. Always make sure that your banking information is updated (if you have any banking account changes) so that you will receive your refunds/reimbursements without any delays.

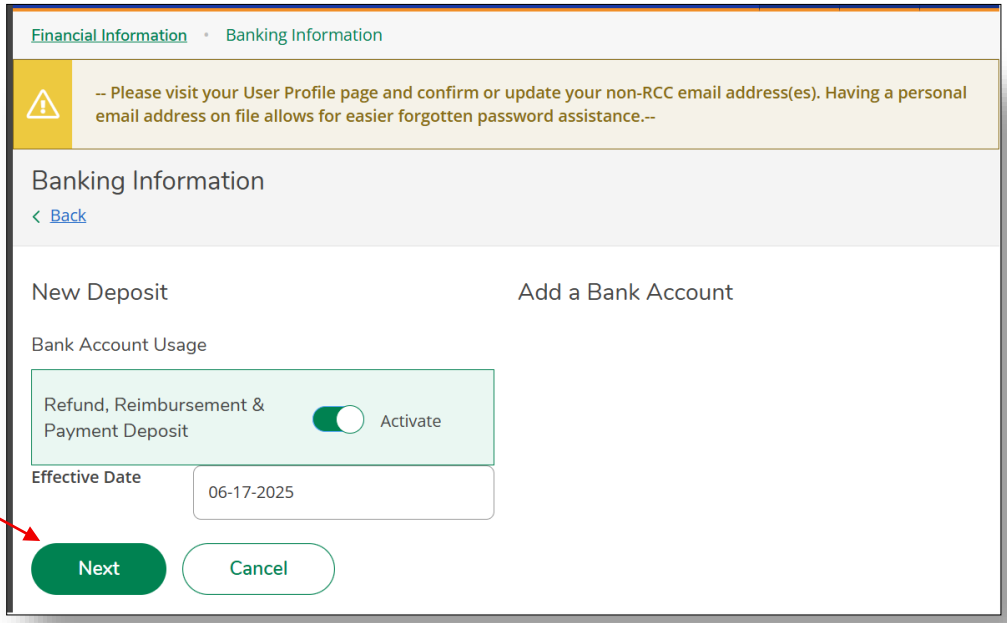
ACH Payments – How to Set up your Account



8. Click Activate

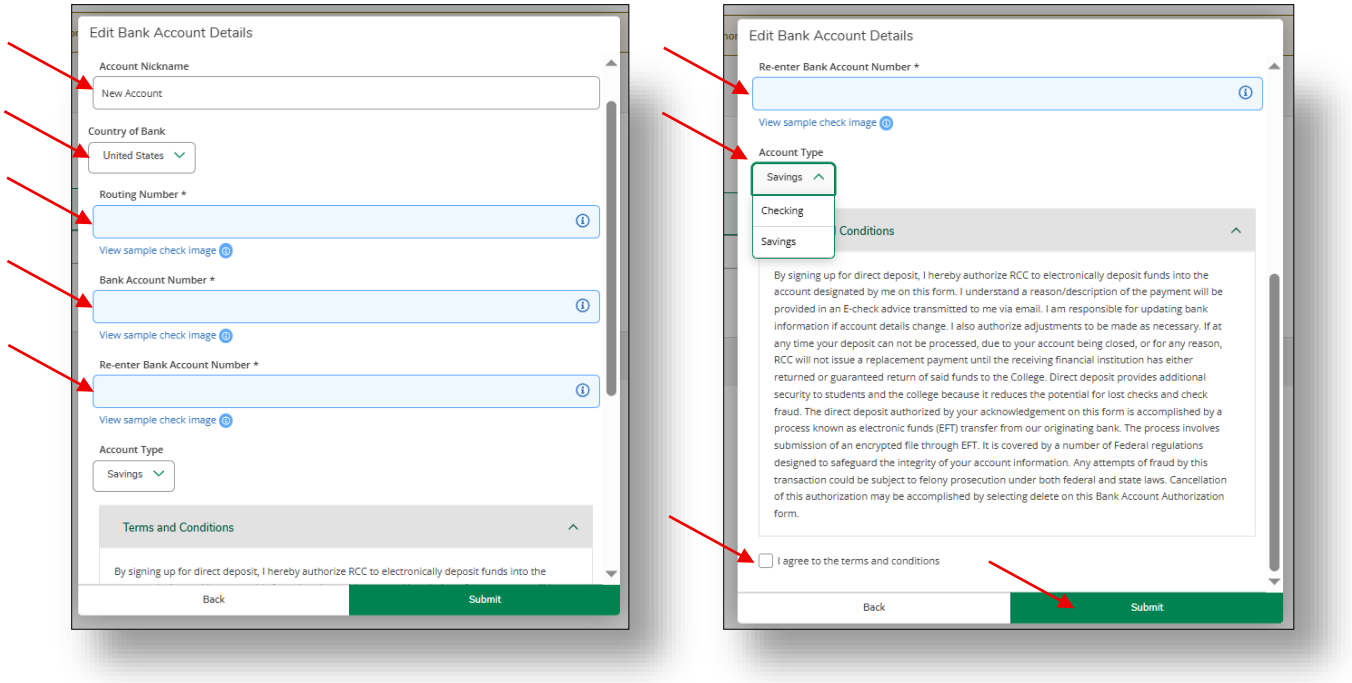


9. Click Next



ACH Payments – How to Set up your Account

10. Follow the one screen directions:
    - Enter Account Nickname
    - Country of Bank
    - Routing Number
    - Bank Account Number
    - Re-enter Back Account Number
    - Select Account Type: Savings or Checking
    - Read and agree to the Terms and Conditions
    - Click Submit



11. Once you have all your banking information added, you will receive a message that says that the account is not verified.



Once you receive the message "Account is not verified", you do not need to do anything else at this point. This final step is completed by financial services.

EMPLOYEES ONLY: Currently, only refunds/reimbursements paid through Institutional funds are eligible for ACH payments.