

Kent State University
Accounts Payable
237 Schwartz Ctr.
330-672-2607
apcustomerservice@kent.edu

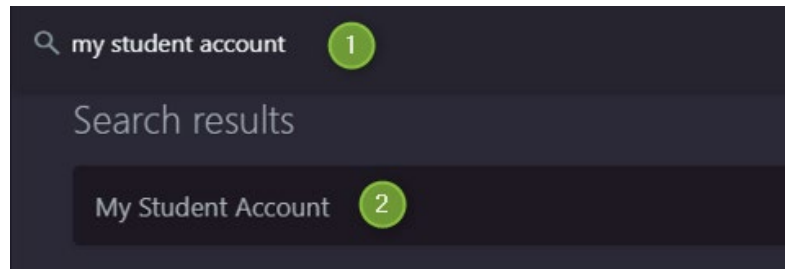
Accounts Payable Direct Deposit for Students

Accounts Payable (AP) direct deposit allows students to receive AP payments, including certain stipends, awards, and reimbursements, via electronic transfer. Direct deposits are credited to your bank account within two business days of being paid. This is faster than payments by check, which require time for printing and mailing and then must be deposited or cashed at the bank.

NOTE: Enrolling in AP direct deposit is a different process from both registering with BankMobile for student refunds and enrolling in payroll direct deposit. Choosing to enroll in AP direct deposit will not affect how you receive either student refunds or payroll payments.

Direct Deposit Enrollment Instructions

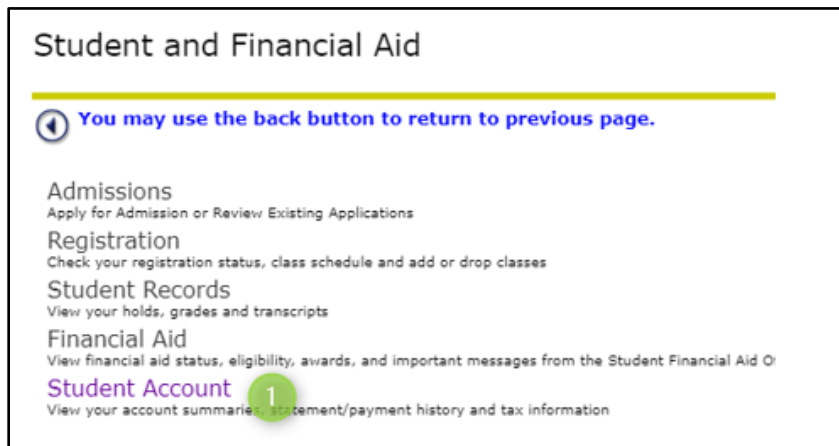
1. Login to Flashline and search for **My Student Account** and then click on the top search result.



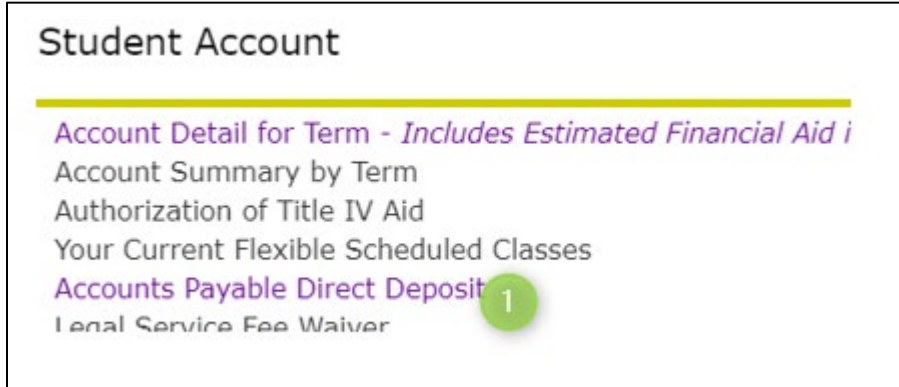
2. Click on the **Student and Financial Account** tab.



3. Click **Student Account**.

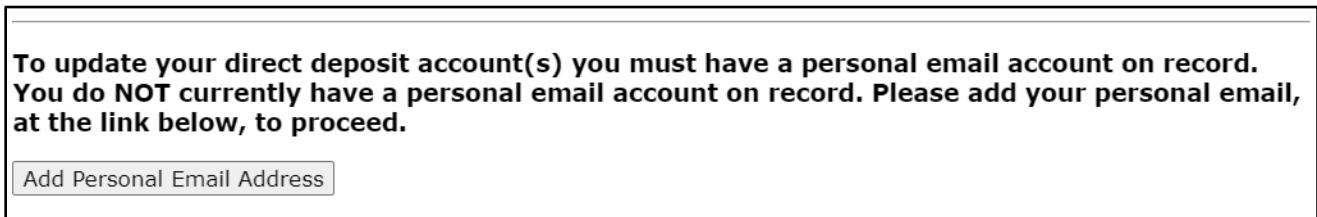


4. Click **Accounts Payable Direct Deposit**.

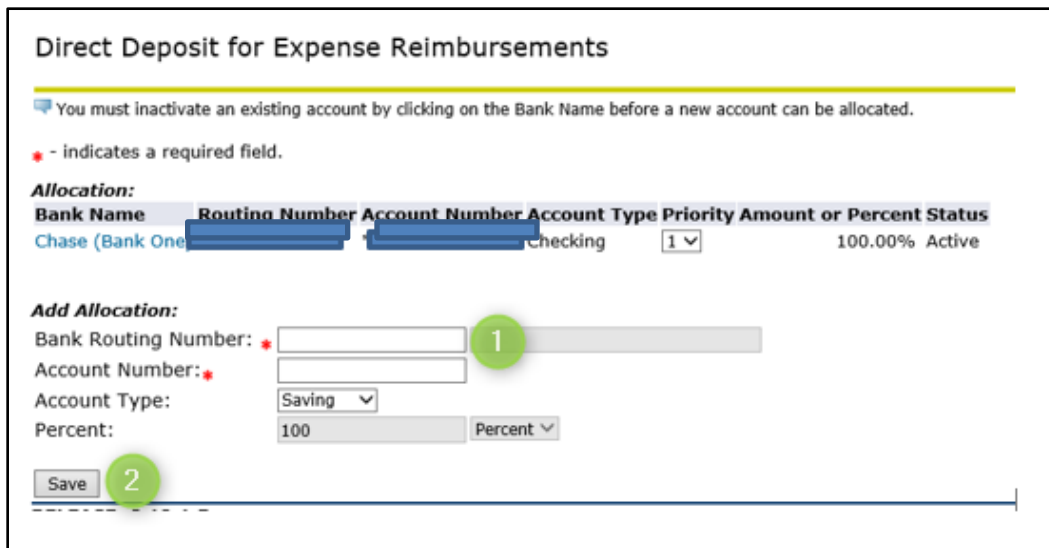


!!! IMPORTANT !!!

If, when you click on Accounts Payable Direct Deposit (above), you are given a message that looks like the image below, refer to the **Personal Email Address Instructions** on page 3. Otherwise, continue with Step 5, below.



5. Enter your banking information and click **Save**. You are now enrolled in AP direct deposit. Be sure to update your banking information whenever you change banks or bank accounts. Remember, this direct deposit information will only be used for Accounts Payable transactions and will not affect Payroll or student refund transactions.



Direct Deposit Inactivation Instructions

1. Click on the **bank name**

Allocation:						
Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
Chase (Bank One)			Checking	1	100.00%	Active

2. Click on the **Inactivate** box and then click **Save**.

Bank Name:	Chase (Bank One)
Bank Routing Number:	
Account Number:	
Inactivate:	<input type="checkbox"/>
Account Type:	Checking
Percent:	100
	Percent
<input type="button" value="Save"/>	

3. Your direct deposit for Accounts Payable is now inactive. Please note that this inactivation of direct deposit will only affect Accounts Payable transactions and will not affect Payroll or student refund transactions.

Personal Email Address Instructions

For security and fraud prevention purposes, individuals who enroll in direct deposit must have a secondary/personal email address on file with the university. If you receive the notification shown on page 2 in the **!!! IMPORTANT !!!** section, follow the instructions below to register your email address within Flashline.

1. Click on the **Add Personal Email Address** button.

You do NOT currently have a personal email address on file. Click on the link below, to proceed.

1

2. Choose **Personal** from the dropdown list and click **Submit**.

Type of E-mail to Insert: Personal 1

2

3. Enter your secondary/personal email address and click **Submit**.

Personal

E-mail: @gmail.com

Comment:

Delete this address:

Make this your Preferred address:

Preferred not specified

4. You can now resume your direct deposit enrollment, using the instructions that begin on page 1.