

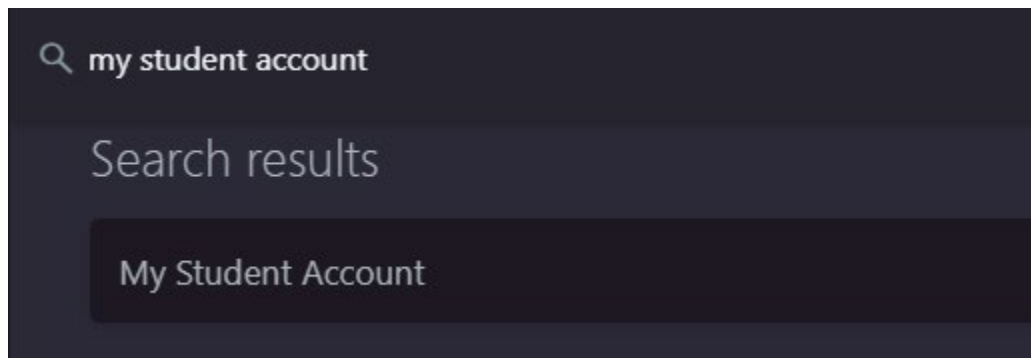
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Accounts Payable Direct Deposit for Students

Accounts Payable (AP) direct deposit allows students to receive AP payments such as business expense reimbursements, stipends, and awards 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.

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.

Personal Information **Student and Financial Aid** Employee Finance

3. Click **Student Account**.

Student and Financial Aid



You may use the back button to return to previous page.

Admissions

Apply for Admission or Review Existing Applications

Registration

Check your registration status, class schedule and add or drop classes

Student Records

View your holds, grades and transcripts

Financial Aid

View financial aid status, eligibility, awards, and important messages from the Student Financial Aid Office

Student Account

View your account summaries, statement/payment history and tax information

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

Student Account

Account Detail for Term - *Includes Estimated Financial Aid i*

Account Summary by Term

Authorization of Title IV Aid

Your Current Flexible Scheduled Classes

Accounts Payable Direct Deposit

Legal Service Fee Waiver

5. Enter your banking information and click **Save**. You are now enrolled in AP direct deposit.

Direct Deposit for Expense Reimbursements

You must inactivate an existing account by clicking on the Bank Name before a new account can be allocated.

* - indicates a required field.

Allocation:

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

Add Allocation:

Bank Routing Number: *

Account Number: *

Account Type:

Percent: Percent

Save

6. Be sure to do this again whenever you change banks. Please note that this direct deposit information will only be used for Accounts Payable transactions and will not affect Payroll transactions.

7. To inactivate direct deposit:

a. 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

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

Bank Name: Chase (Bank One)
Bank Routing Number:
Account Number:
Inactivate:
Account Type: Checking
Percent: 100 Percent

Save

c. 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 transactions.