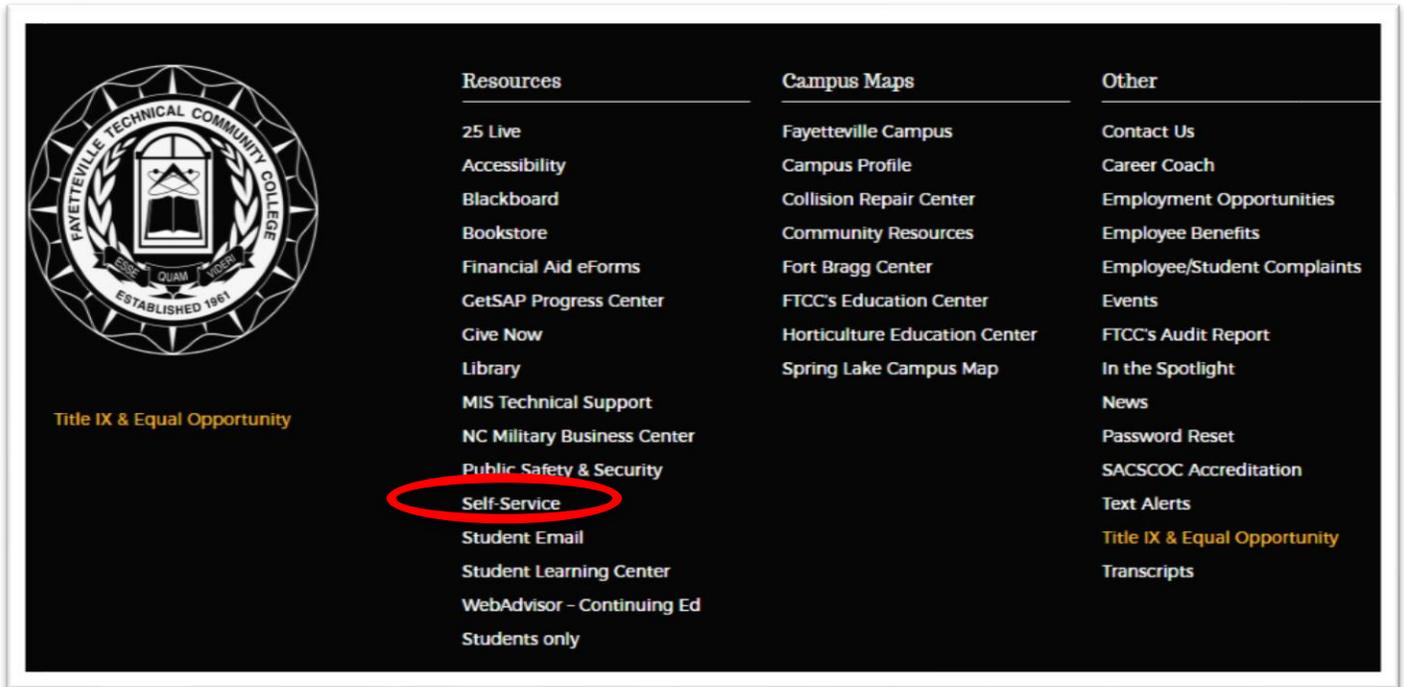


Self-Service Banking Information Guide

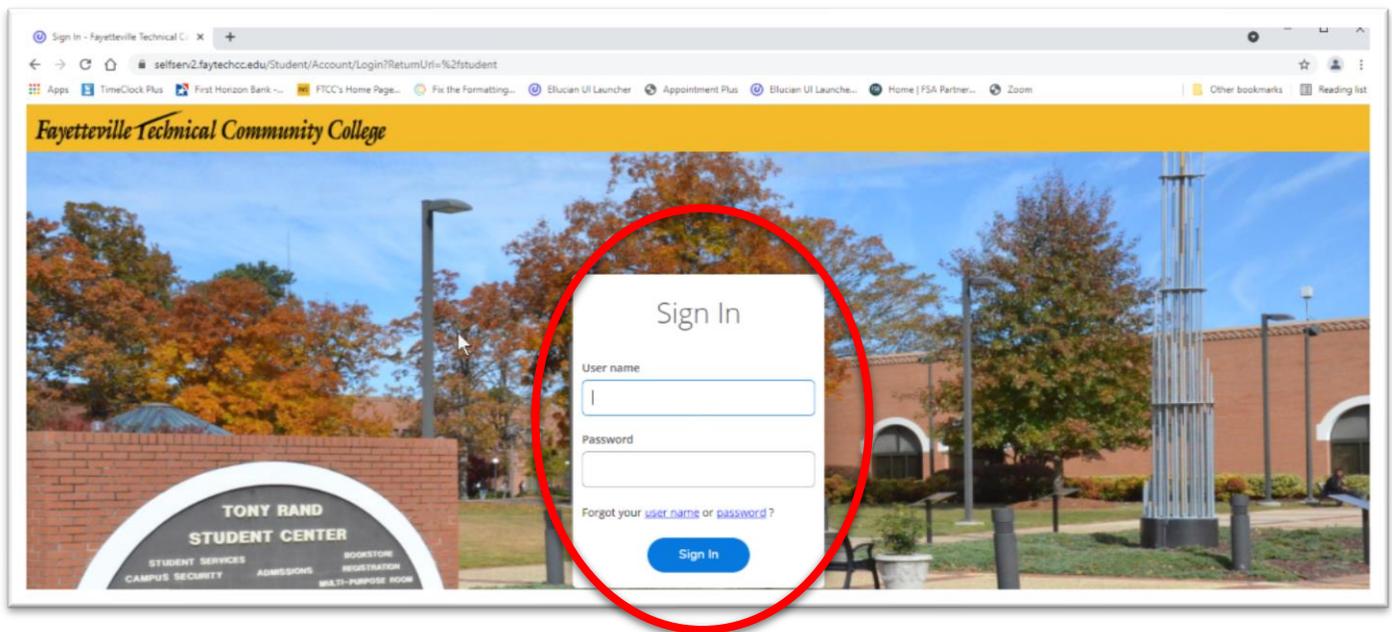
Student and Employee Non-Payroll Payments

To enter banking information for payments other than payroll, follow the instructions below. Payments for this purpose include student refunds, financial aid disbursements and employee payments/reimbursements (other than payroll).

1. Click on "Self-Service" from the FTCC main web page.



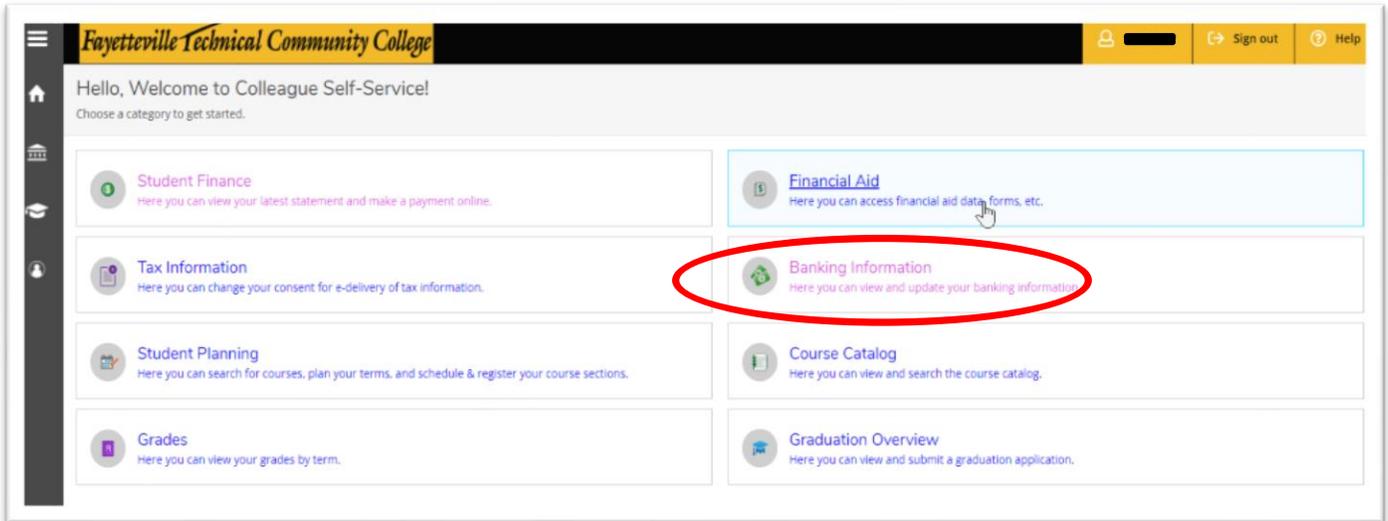
2. Sign In to Self Service.



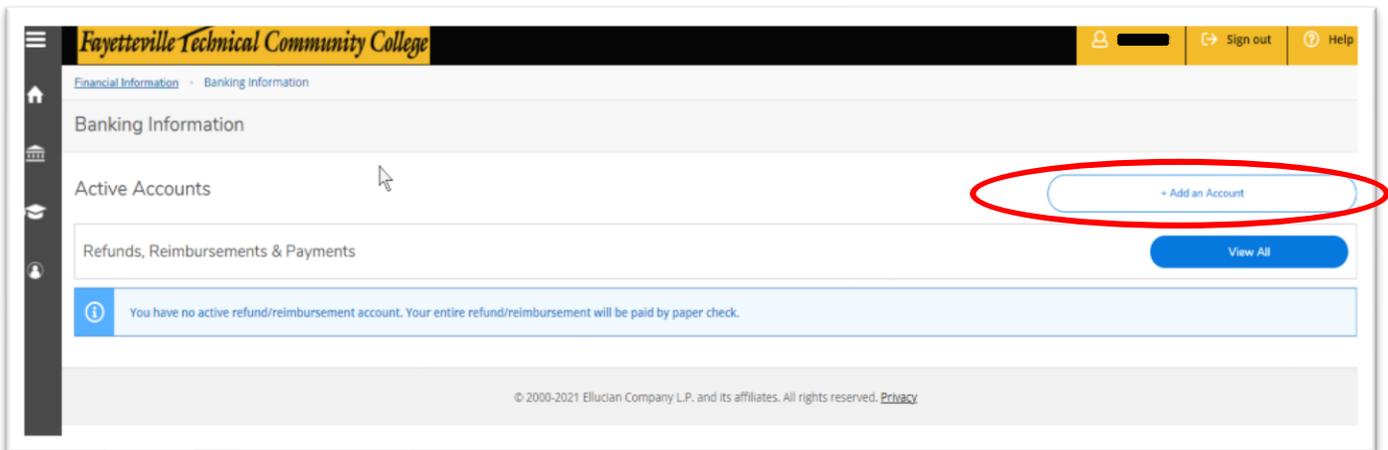
Self-Service Banking Information Guide

Student and Employee Non-Payroll Payments

3. Click on Banking Information.

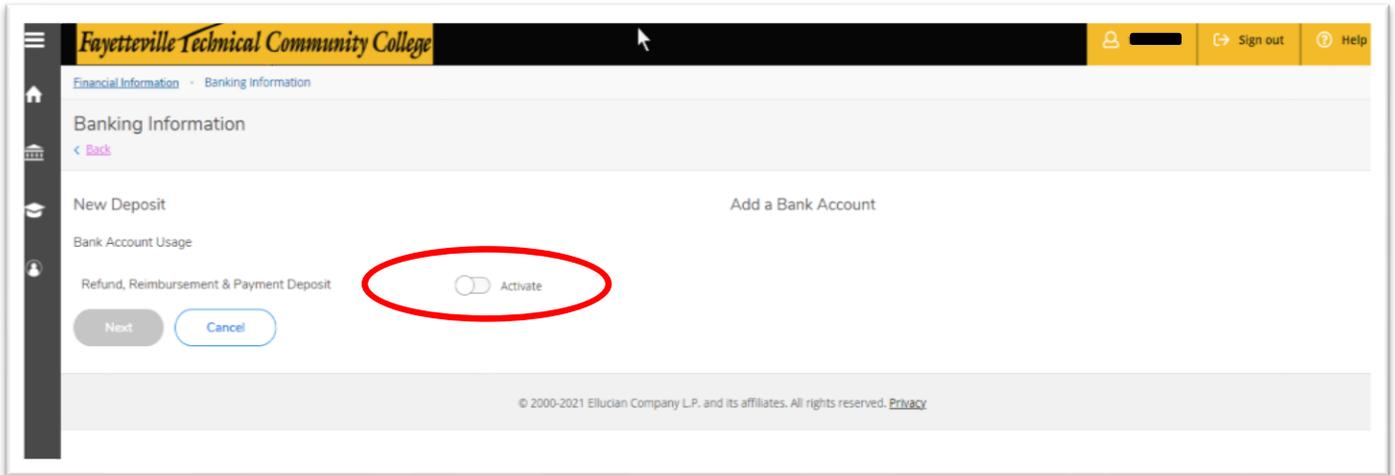


4. Click Add an Account. If you wish to add an account to replace an existing account, take the same action.



Self-Service Banking Information Guide Student and Employee Non-Payroll Payments

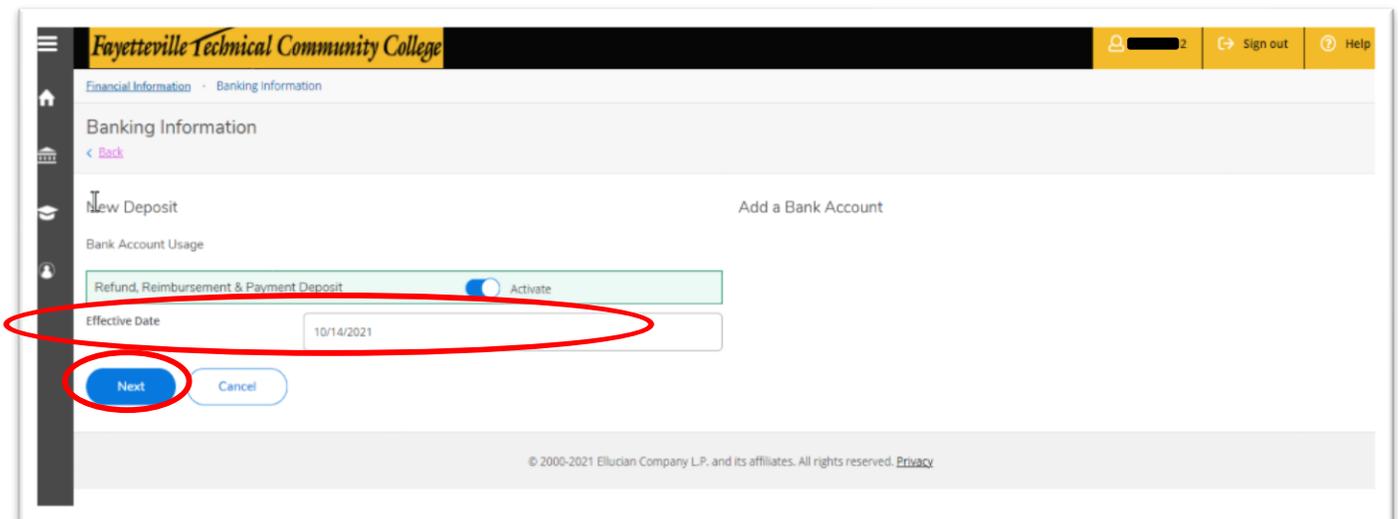
5. Click Activate.



The screenshot shows the Fayetteville Technical Community College banking information page. The page title is "Banking Information" with a "Back" link. The main content area is titled "Refund, Reimbursement & Payment Deposit" and features a toggle switch labeled "Activate" which is circled in red. Below the toggle are "Next" and "Cancel" buttons. The footer contains the copyright notice: "© 2000-2021 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)".

6. Enter an effective date, if applicable, then click Next.

- a. This action is also taken to add a new account to replace an existing account you previously entered. Please note, after an account has been entered, you must validate a previously entered bank account number in order to make updates.
- b. To add a new account that you want to be active on a future date, take the same action and enter the future effective date.



The screenshot shows the Fayetteville Technical Community College banking information page. The "Activate" toggle is now turned on. Below it, the "Effective Date" field is populated with "10/14/2021" and is circled in red. The "Next" button is also circled in red. The footer contains the copyright notice: "© 2000-2021 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)".

Self-Service Banking Information Guide Student and Employee Non-Payroll Payments

7. Enter bank account details. **You will need your bank routing and account number. Do not enter a debit, credit or payment card number. If your debit or payment card is connected to your bank account, you must enter the bank account number and not the card number.**

The screenshot shows the 'Edit Bank Account Details' form in the Fayetteville Technical Community College system. The form is titled 'New Account' and includes the following fields:

- Account Nickname: New Account
- Country of Bank: United States
- Routing Number * (with a help icon)
- Bank Account Number * (with a help icon)
- Re-enter Bank Account Number * (with a help icon)

Buttons for 'Back' and 'Submit' are visible at the bottom of the form. A red circle highlights the form area.

8. Scroll down, read the Terms and Conditions, click the box to agree to the terms and conditions, then click submit.

The screenshot shows the 'Edit Bank Account Details' form in the Fayetteville Technical Community College system. The form displays the Terms and Conditions text. A red circle highlights the 'I agree to the terms and conditions' checkbox.

The Terms and Conditions text reads:

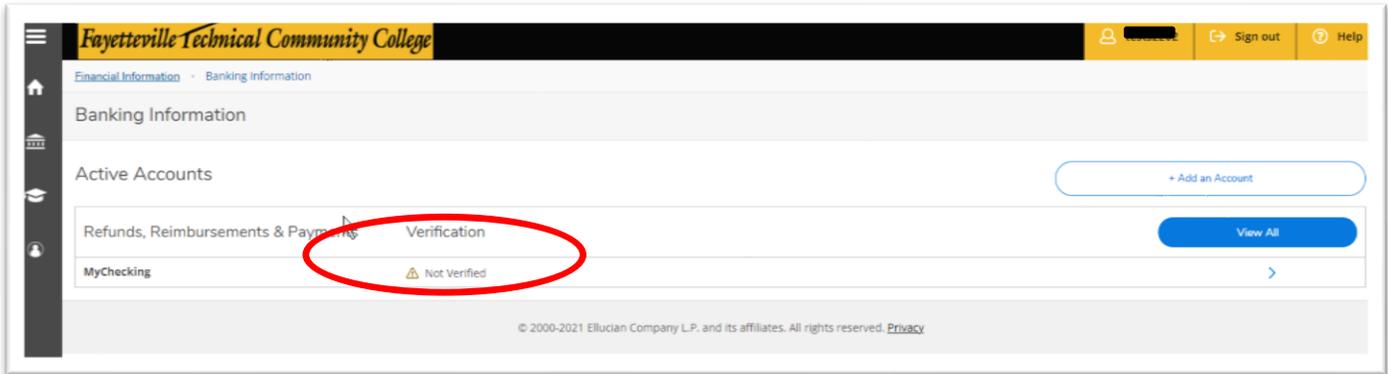
where in any part of the means information entered above is incorrect, my payment will be delayed until the errors are rectified. FTCC's bank account in which my funds are returned to FTCC. FTCC's normal process will be to issue their checks for the returned funds. This process will be done within one week of the date the funds are placed into FTCC's bank account. Direct deposit provides additional security to students and the college because it reduces the potential for lost checks and check fraud. The direct deposit authorized by the student acknowledgment on this form is accomplished via process known as electronic funds (EFT) transfer from our originating bank. The process involves submitting an encrypted file through FTP. It is covered by a number of Federal regulations designed to safeguard the integrity of your account information, any attempted fraud by misrepresentation to a creditor to follow these bank under both Federal and state laws. Students must check the 'I agree' option and click submit in order for the student's bank account information to be submitted for processing. I understand that check 'I agree' for these terms and conditions, students will receive a check mailed to the student's address on record with FTCC in case of any bank account information for a check that cannot be sent to a check to determine your routing and bank account number. Other than a direct deposit, verification of this authorization may be accomplished by selecting directly on the Bank Account Authorization form. Employees of FTCC should contact the Business Office. If they are unable to enter their bank account information in LYNEX Advisor.

I agree to the terms and conditions

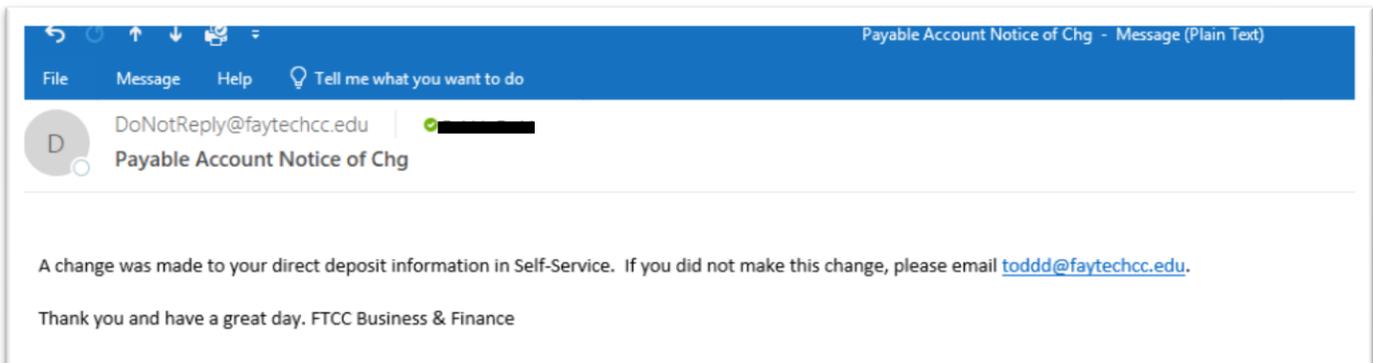
Buttons for 'Back' and 'Submit' are visible at the bottom of the form. A red circle highlights the 'I agree to the terms and conditions' checkbox.

Self-Service Banking Information Guide Student and Employee Non-Payroll Payments

9. Your banking information has been entered. The “Not Verified” status will update to “Verified” within two (2) business days. To check the Verification Status, just sign in to Self Service.



10. You will receive an email as notification that you made a change to the banking information.



11. Verified Status. Your payment can now be made to the bank account you have entered.

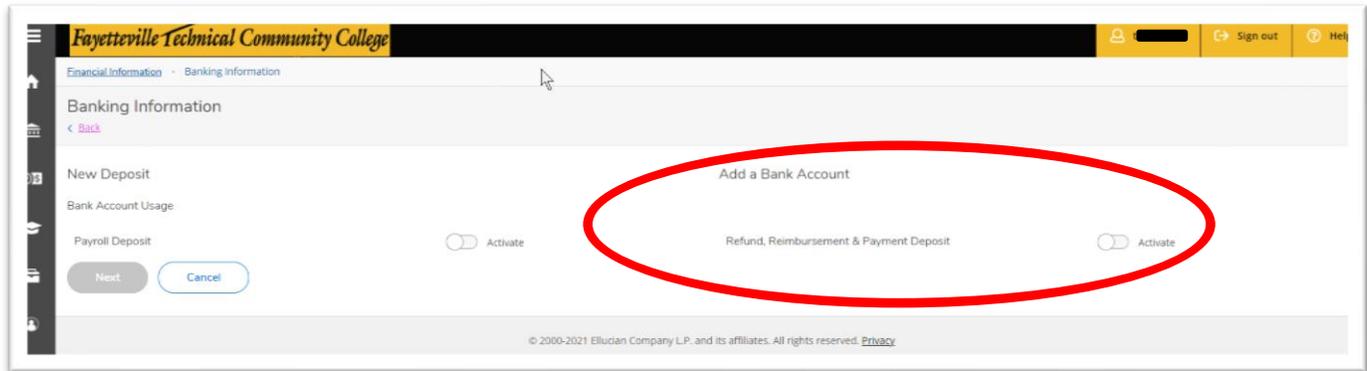


Self-Service Banking Information Guide

Student and Employee Non-Payroll Payments

Special Note for Work Study Students or Employees that also receive student financial aid/refunds:

If you have banking information set up for payroll purposes, you will also need to enter banking information to receive non-payroll payments for financial aid disbursement and/or student refunds.



EXAMPLE of previous bank account information on file.

This example shows a bank account was entered, then a second bank account was entered that ended the first bank account and moved it to the Past Deposits. Then a third bank account was entered with a future date, as shown in the Future Deposits.

