

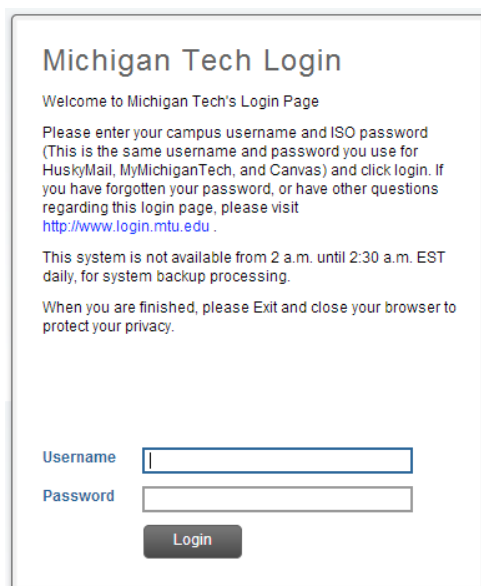
## Graduate Student Government

# How to activate Non-Payroll Direct Deposits

If you receive or may receive funds from Michigan Tech that are not related to your payroll, you can activate non-payroll direct deposit. It is a valid and faster alternative to a mailed check. In this guide, we will briefly describe the process to activate this feature.

### STEP 1: Logging into Banweb

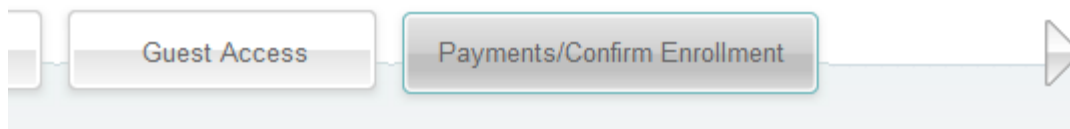
To set up non-payroll direct deposit, start by logging into Banweb ([banweb.mtu.edu](http://banweb.mtu.edu), see Figure 1). Insert your Michigan Tech username and password where requested.



*Figure 1: Logging into Banweb.*

### STEP 2: Selecting Payments/Confirm Enrollment Tab

Once you have successfully logged into Banweb, click on the Payments/Confirm Enrollment Tab (see Figure 2).



*Figure 2: Banweb Tab.*

### STEP 3: Selecting Non-Payroll Direct Deposit Destination

At this point, click on the “Non-Payroll Direct Deposit Destination” tab, in the lower right corner (see Figure 3).

<b>Michigan Tech Student Bill</b> View Michigan Tech Bill, Confirm Enrollment, Payment Plan	<b>Account Summary By Term</b> View summary of transactions on the student account per semester	<b>Student Account Detail</b> View a chronological listing of all transactions on the student account	<b>Insurance Payment</b> Pay for Student Insurance by credit card or check
<b>Enrollment Deposit</b> Pay your enrollment deposit. This is required of all undergraduates who are degree-seeking and/or full-time	<b>Parking Tickets Payment</b> View/Pay parking tickets	<b>Broomball Registration Payment</b> Pay the broomball team registration fee	<b>Graduate School Fees</b> Pay binding, ProQuest, Resubmission fee or Communication Assistance Program (GS-CAP) fees
<b>Purchase McAfee</b> Faculty and Staff can purchase Anti-Virus yearly. Students can download for free	<b>Non-Payroll Direct Deposits History</b> View Direct Deposits (non-Payroll)	<b>Non-Payroll Direct Deposit Destination</b> View/Modify Direct Deposit Repository (non-Payroll)	

Figure 3: Selecting the Non-Payroll Direct Deposit Destination Tab.

### STEP 4: Inserting your banking information

At this point, you will need to enter your routing number and account number, in which you would like to have the deposits made to.