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, see Figure 1). Insert your Michigan Tech username and password where requested.

![Figure 1: Logging into Banweb.](image)

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.](image)
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).

![Figure 3: Selecting the Non-Payroll Direct Deposit Destination Tab.](image)

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.