

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

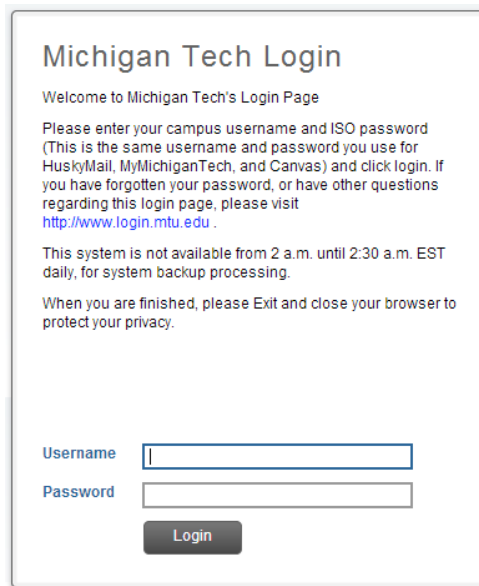


Figure 1: Logging into Banweb.

STEP 2: Selecting Payments/Confirm Enrollment Tab

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

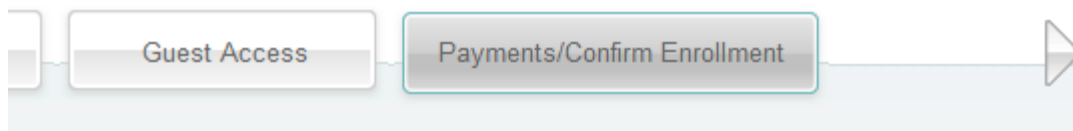


Figure 2: Banweb Tab.

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).

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