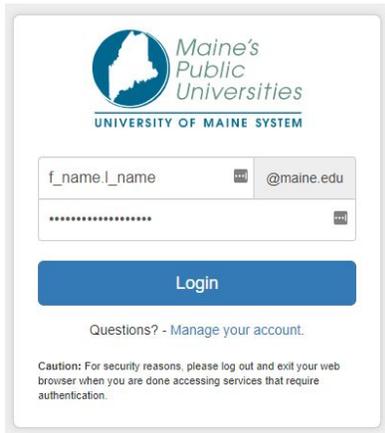


MaineStreet - Student
-
Direct Deposit



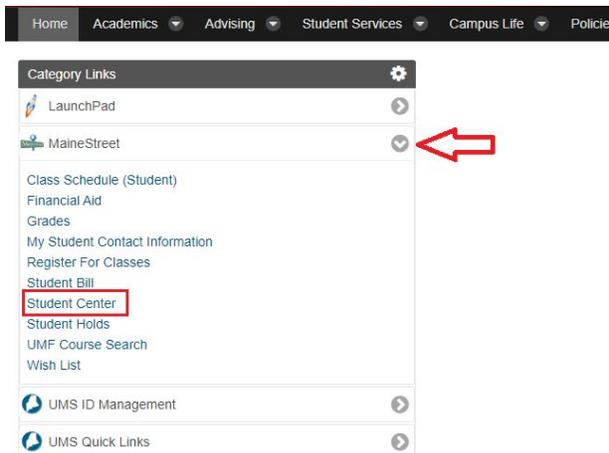
MaineStreet is the official system of record for student information. This guide will provide instructions on how to enroll or modify direct deposit.

Navigate to Student Center



The image shows the login page for Maine's Public Universities. At the top is the logo for the University of Maine System. Below the logo is a login form with two input fields: one for the username (prefixed with 'f_name.l_name') and one for the password (masked with dots). A blue 'Login' button is positioned below the password field. Underneath the button are links for 'Questions?' and 'Manage your account.'. At the bottom, there is a caution message: 'Caution: For security reasons, please log out and exit your web browser when you are done accessing services that require authentication.'

Visit <https://mycampus.maine.edu> and log in using your assigned username and password.



The image shows a navigation menu with a dark header containing 'Home', 'Academics', 'Advising', 'Student Services', 'Campus Life', and 'Policies'. Below the header is a 'Category Links' section with a gear icon. The list includes 'LaunchPad', 'MaineStreet', 'Class Schedule (Student)', 'Financial Aid', 'Grades', 'My Student Contact Information', 'Register For Classes', 'Student Bill', 'Student Center', 'Student Holds', 'UMF Course Search', and 'Wish List'. 'MaineStreet' has a drop-down arrow next to it, which is highlighted by a red arrow. 'Student Center' is highlighted with a red box. At the bottom are 'UMS ID Management' and 'UMS Quick Links', both with drop-down arrows.

Under category links, select the drop-down arrow  for MaineStreet then select *Student Center*.



The image shows the 'Finances' section of the Student Center. It has a sub-header 'Finances' with a downward arrow. Underneath are two columns of links. The left column includes 'My Account' with sub-links 'View My Bill', 'Pay My Bill', 'Account Activity', 'Direct Deposit', and 'View 1098-T'. The right column is titled 'Account Summary' and contains the text 'My account balance is', 'My total amount due is', a list with 'Charges:' and 'Deposits:', and 'Currency used is US Dollar'. The 'Direct Deposit' link in the left column is underlined.

On your *Student Center*, toward the middle of the screen is your **Finances** section. To enroll or modify your direct deposit information select the blue hyperlink text. Select **Direct Deposit**.

Enroll in Direct Deposit

Account Inquiry | **Account Services**

Direct Deposit | 1098T Tax Form | Bank Accounts

Help ?

My Direct Deposits

ⓘ You are currently not enrolled in Direct Deposit.

Enroll in Direct Deposit

If you are not currently enrolled in Direct Deposit select the **Enroll in Direct Deposit** button to enroll.

Manage My Bank Accounts

Add Bank Account Details

Enter the bank and account details below and click next to proceed. If your bank is not listed, please contact the Bursar's Office.

Bank Details

Nickname **Checking**

Account Type **Checking** [View Sample Check](#)

Bank Routing Number **999999999**

Branch **Bank Name**

Account Number **111111111**

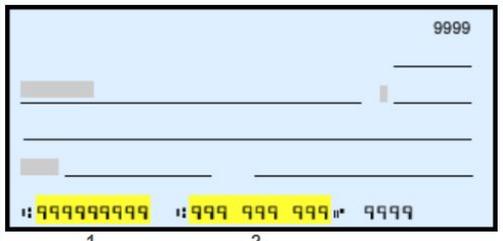
Confirm Account Number **111111111**

Account Holder **Fname Lname**

Bank Location is United States.
Currency used is US Dollar.

Cancel Next

On the **Manage My Bank Accounts/Add Bank Account Details** page, fill out the required information for your bank account. **Do NOT** enter a debit card number. Enter the complete bank routing number and account number. Click **Next**.



1 - Routing Number
2 - Account Number

Return

Click **View Sample Check** blue hyperlink for help with determining your **Bank Routing Number** and **Account Number**.

Manage My Bank Accounts

Result

✔ You have successfully added the bank account Checking 1.

Bank Details

Nickname
Account Type
Bank Code
Branch
Account Number
Account Holder

Add Another Bank Account Proceed to Enroll in Direct Deposit

You will receive a confirmation message of successfully adding your banking account information. Review your account information again. To add another account select **Add Another Bank Account** or select **Proceed to Enroll in Direct Deposit** to proceed.

Enroll in Direct Deposit

Add Direct Deposit

Only a single distribution is allowed. Select a bank to designate as remaining balance.

Direct Deposit Distribution

Bank Account Nickname	Distribution Type	Amount / Percent	Priority
checking 1-5678	Balance		

Currency used is US Dollar

Cancel Next

Select the **Bank Account Nickname** of the account you would like to enroll by using the **drop down arrow**. Once selected click **next** to proceed.

Enroll in Direct Deposit Help [?](#)

Agreement

Review the bank information and agreement. Click Submit to complete the Direct Deposit enrollment.

Bank Name	Distribution Type	Amount / Percent	Priority
checking 1-5678	Balance		

Currency used is US Dollar

By enrolling in Direct Deposit, you are authorizing the University of Maine System to deposit credit balances resulting from excess financial aid and over-payments directly to a bank account. Direct Deposit refunds will exclude any credit balances that are a result of payments made with a credit card. Over-payments from credit cards will be returned to the original credit card. You may change your bank account information as necessary. Availability of your refund proceeds may vary depending on the timing of your submission, the processing of your refund by the campus, and the processing by your banking institution. You may cancel your direct deposit enrollment at any time by contacting the Student Billing Office at your campus. The University of Maine System reserves the right to reverse a refund which is processed in error or upon knowledge that financial aid funds were disbursed to students who are not in compliance with Title IV funding regulations. I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association (NACHA) any University of Maine System campus to credit any reimbursements due to me via automated clearinghouse electronic fund transfer (ACH_e) to the bank referenced above.

The agreement is dated 03/14/2020

Yes, I agree to the terms and conditions of this agreement.

Review your selected account and Direct Deposit agreement, then click the **checkbox** next to “Yes I agree to the terms and conditions of this agreement. Then click **Submit**.

Enroll in Direct Deposit Help [?](#)

Result

Congratulations! You are now enrolled in direct deposit.
View the summary below.

Bank Name	Distribution Type	Amount / Percent	Priority
checking 1-5678	Balance		

Currency used is US Dollar

You will receive a confirmation message. Select **Go to Direct Deposit Summary** button to return to your account details.

If you decide to **cancel** direct deposit, you will need to contact the Bursar’s Office.

Modify your Direct Deposit

Finances

My Account

- [View My Bill](#)
- [Pay My Bill](#)
- [Account Activity](#)
- [Item Summary](#)
- [Direct Deposit](#)
- [View 1098-T](#)

After logging into the MaineStreet portal, navigate to the **Student Center**. Under the **Finances** section, click on the **Direct Deposit** link.

My Direct Deposits

Direct Deposit Summary

Listed below are details of your direct deposit distribution. To modify, click Modify Direct Deposit.

Bank Name	Distribution Type	Amount / Percent	Priority
TD Bank-6030	Balance		

Currency used is US Dollar

On the **My Direct Deposits/Direct Deposit Summary** page, click the **Modify Direct Deposit** button.

My Direct Deposits

Bank Account Summary

You have the following bank accounts set up.

If you intend to use other bank accounts not listed below, click on Add Another Bank Account. Otherwise, click on Proceed to Modify Direct Deposit.

Bank Account Nickname	Bank Account Type	Bank Account Number
Checking 1-5678	Checking	XXXX5678

Click the **Add Another Bank Account** button.

Manage My Bank Accounts Help ?

Add Bank Account Details

Enter the bank and account details below and click next to proceed. If your bank is not listed, please contact the Bursar's Office.

Bank Details

Nickname:

Account Type: [View Sample Check](#)

Bank Routing Number:

Branch:

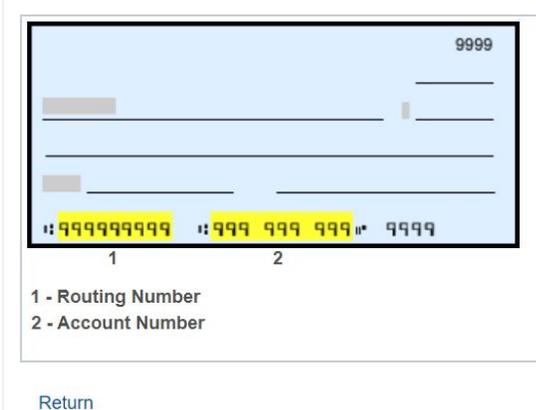
Account Number:

Confirm Account Number:

Account Holder:

Bank Location is United States.
Currency used is US Dollar.

On the **Manage My Bank Accounts/Add Bank Account Details** page, fill out the required information for your bank account. **Do NOT** enter a debit card number. Enter the complete bank routing number and account number. Click **Next**.



Click **View Sample Check** blue hyperlink for help with determining your **Bank Routing Number** and **Account Number**.

Manage My Bank Accounts Help ?

Result

✔ You have successfully added the bank account Checking 1.

Bank Details

Nickname

Account Type

Bank Code

Branch

Account Number

Account Holder

You will receive a confirmation message of successfully adding your banking account information. Review the information, then click the **Proceed to Modify Direct Deposit** button.

Enroll in Direct Deposit Help ?

Add Direct Deposit

Only a single distribution is allowed. Select a bank to designate as remaining balance.

Direct Deposit Distribution			
Bank Account Nickname	Distribution Type	Amount / Percent	Priority
checking 1-5678	Balance		

Currency used is US Dollar

On the **Enroll in Direct Deposit/Modify Direct Deposit** page, select the new account from the bank account nickname drop-down menu, then click **Next**.

Enroll in Direct Deposit Help [?](#)

Agreement

Review the bank information and agreement. Click Submit to complete the Direct Deposit enrollment.

Bank Name	Distribution Type	Amount / Percent	Priority
checking 1-5678	Balance		

Currency used is US Dollar

By enrolling in Direct Deposit, you are authorizing the University of Maine System to deposit credit balances resulting from excess financial aid and over-payments directly to a bank account. Direct Deposit refunds will exclude any credit balances that are a result of payments made with a credit card. Over-payments from credit cards will be returned to the original credit card. You may change your bank account information as necessary. Availability of your refund proceeds may vary depending on the timing of your submission, the processing of your refund by the campus, and the processing by your banking institution. You may cancel your direct deposit enrollment at any time by contacting the Student Billing Office at your campus. The University of Maine System reserves the right to reverse a refund which is processed in error or upon knowledge that financial aid funds were disbursed to students who are not in compliance with Title IV funding regulations. I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association (NACHA) any University of Maine System campus to credit any reimbursements due to me via automated clearinghouse electronic fund transfer (ACH_e) to the bank referenced above.

The agreement is dated 03/14/2020

Yes, I agree to the terms and conditions of this agreement.

Review your account information and the agreement, then click the checkbox next to “Yes I agree to the terms and conditions of this agreement.” Then click **Submit**.

Enroll in Direct Deposit Help [?](#)

Result

Congratulations! You are now enrolled in direct deposit.
View the summary below.

Bank Name	Distribution Type	Amount / Percent	Priority
checking 1-5678	Balance		

Currency used is US Dollar

You will receive a confirmation message. Click the **Go to Direct Deposit Summary** button and verify that the correct account has been selected.

If you decide to **cancel** direct deposit, you will need to contact the Bursar’s Office.

Fix an Incomplete Enrollment in direct deposit

Finances

My Account

- [View My Bill](#)
- [Pay My Bill](#)
- [Account Activity](#)
- [Item Summary](#)
- [Direct Deposit](#)
- [View 1098-T](#)

After logging into the MaineStreet portal, navigate to the **Student Center**. Under the **Finances** section, click on the **Direct Deposit** link.

Account Inquiry | **Account Services**

Direct Deposit | 1098T Tax Form | Bank Accounts Help [?](#)

My Direct Deposits

You are currently not enrolled in Direct Deposit.

On the **Account Services/My Direct Deposits** page, click on **Enroll in Direct Deposit** button.

My Direct Deposits

Bank Account Summary

You have the following bank accounts set up.

If you intend to use other bank accounts not listed below, click on Add Another Bank Account. Otherwise, click on Proceed to Modify Direct Deposit.

Bank Account Summary as of 03/14/2020		
Bank Account Nickname	Bank Account Type	Bank Account Number
Checking 1-5678	Checking	XXXX5678

On the **My Direct Deposits/Bank Account Summary** page, verify that the desired bank account is listed, then click the **Proceed to Enroll in Direct Deposit** button.

Enroll in Direct Deposit Help [?](#)

Add Direct Deposit

Only a single distribution is allowed. Select a bank to designate as remaining balance.

Direct Deposit Distribution

Bank Account Nickname	Distribution Type	Amount / Percent	Priority
checking 1-5678	Balance		

Currency used is US Dollar

Cancel Next

On the **Enroll in Direct Deposit/Add Direct Deposit** page, select your account from the drop-down menu, then click **Next**.

Enroll in Direct Deposit Help [?](#)

Agreement

Review the bank information and agreement. Click Submit to complete the Direct Deposit enrollment.

Bank Name	Distribution Type	Amount / Percent	Priority
checking 1-5678	Balance		

Currency used is US Dollar

By enrolling in Direct Deposit, you are authorizing the University of Maine System to deposit credit balances resulting from excess financial aid and over-payments directly to a bank account. Direct Deposit refunds will exclude any credit balances that are a result of payments made with a credit card. Over-payments from credit cards will be returned to the original credit card. You may change your bank account information as necessary. Availability of your refund proceeds may vary depending on the timing of your submission, the processing of your refund by the campus, and the processing by your banking institution. You may cancel your direct deposit enrollment at any time by contacting the Student Billing Office at your campus. The University of Maine System reserves the right to reverse a refund which is processed in error or upon knowledge that financial aid funds were disbursed to students who are not in compliance with Title IV funding regulations. I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association (NACHA) any University of Maine System campus to credit any reimbursements due to me via automated clearinghouse electronic fund transfer (ACH) to the bank referenced above.

The agreement is dated 03/14/2020

Yes, I agree to the terms and conditions of this agreement.

Cancel Back Submit

Review your account information and the agreement, then click the **checkbox** next to "Yes I agree to the terms and conditions of this agreement." Then click **Submit**.

Enroll in Direct Deposit Help [?](#)

Result

✔ Congratulations! You are now enrolled in direct deposit.

[View the summary below.](#)

Bank Name	Distribution Type	Amount / Percent	Priority
checking 1-5678	Balance		

Currency used is US Dollar

[Go To Direct Deposit Summary](#)

You will receive a confirmation message. Click the **Go to Direct Deposit Summary** button and verify that the correct account has been selected.