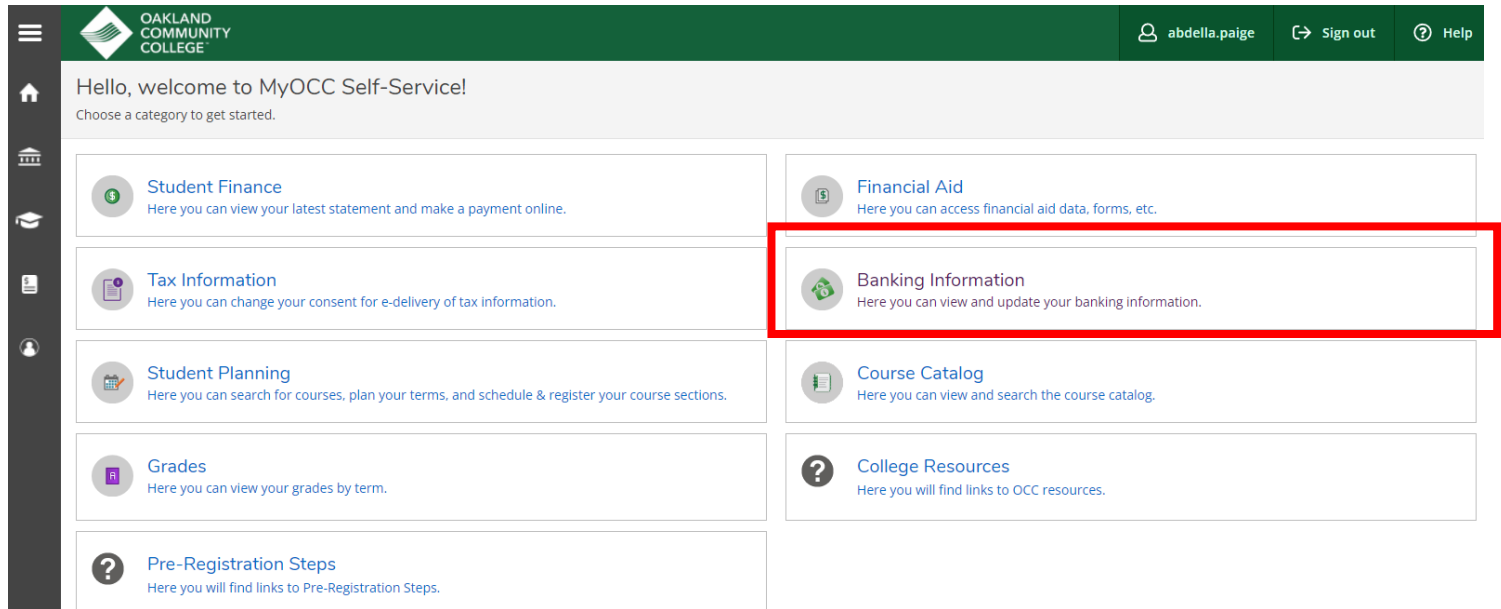


Adding a bank account for Direct Deposit of REFUNDS and REIMBURSEMENTS:

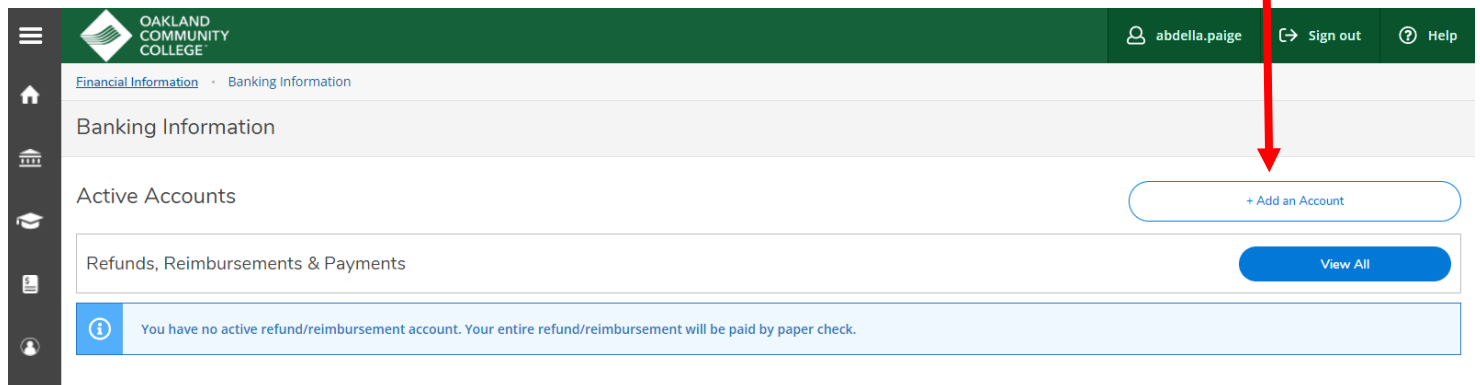
Log into MyOCC/Self-Service.

Click on BANKING INFORMATION



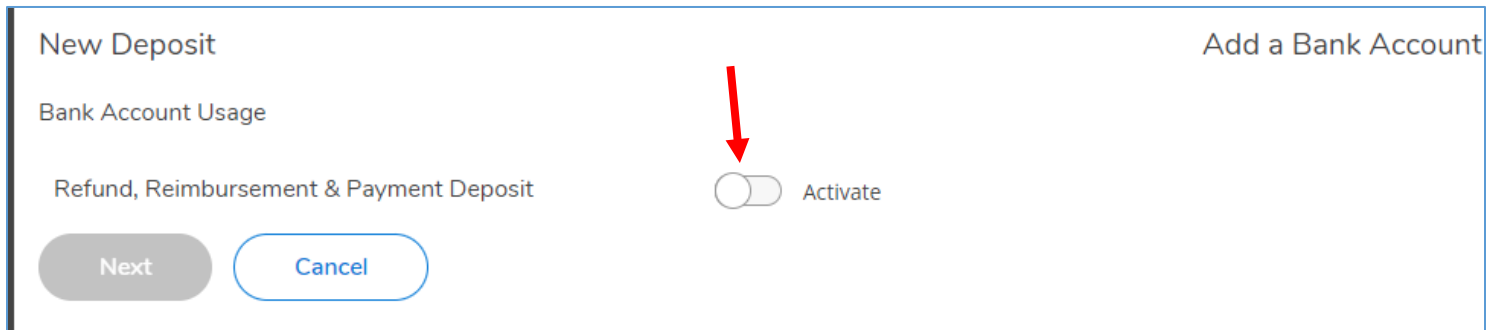
The screenshot shows the MyOCC Self-Service dashboard. At the top, there is a green header with the Oakland Community College logo and the user's name 'abdella.paige'. Below the header, a welcome message reads 'Hello, welcome to MyOCC Self-Service! Choose a category to get started.' The dashboard features several tiles for different services: Student Finance, Financial Aid, Tax Information, Banking Information (highlighted with a red box), Student Planning, Course Catalog, Grades, and Pre-Registration Steps. Each tile includes a brief description of the service.

If you have never had a bank account for refunds and reimbursements, click ADD AN ACCOUNT -



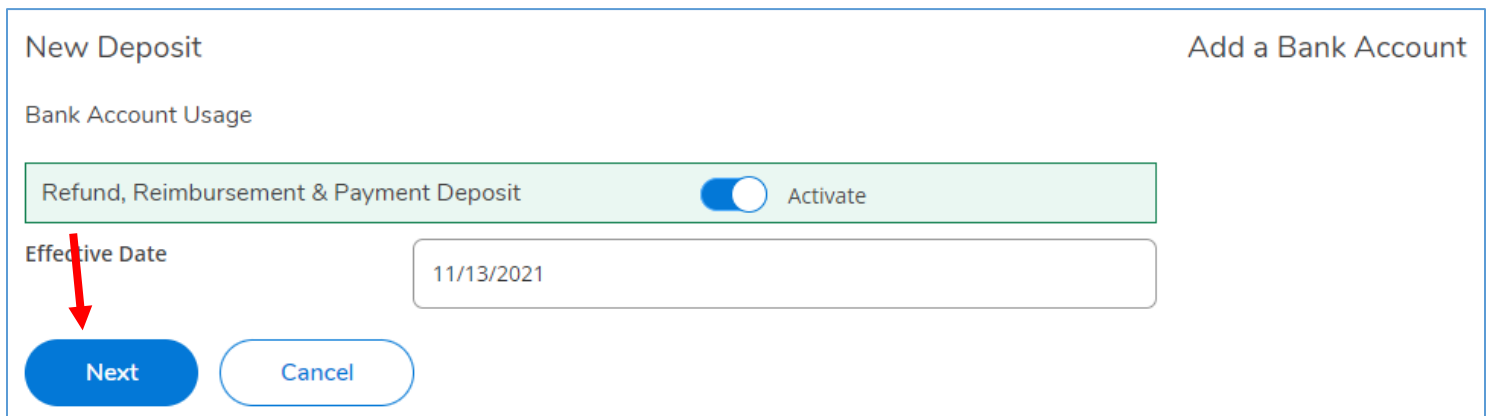
The screenshot shows the Banking Information page. The header includes the Oakland Community College logo and the user's name 'abdella.paige'. The page title is 'Banking Information'. Below the title, there is a section for 'Active Accounts' with a '+ Add an Account' button. A 'View All' button is also visible. A blue information banner at the bottom states: 'You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.' A red arrow points to the '+ Add an Account' button.

Toggle button to ACTIVATE



The screenshot shows a form titled "New Deposit" with a link "Add a Bank Account" in the top right. Below the title is the section "Bank Account Usage". Under this section, there is a label "Refund, Reimbursement & Payment Deposit" followed by a toggle switch and the word "Activate". A red arrow points to the toggle switch, which is currently in the "off" position. At the bottom of the form, there are two buttons: "Next" (disabled) and "Cancel" (active).

After toggling to ACTIVATE, enter Effective Date. Current date will default in – then click NEXT



The screenshot shows the same "New Deposit" form. The toggle switch for "Refund, Reimbursement & Payment Deposit" is now in the "on" position. Below this, there is a label "Effective Date" and a text input field containing the date "11/13/2021". A red arrow points to the "Next" button, which is now highlighted in blue. The "Cancel" button remains in its original state.

A pop up for the new account will come up so that you can enter:

- Name/Nickname of Bank Account
- Country of Bank Account – NOTE: OCC only will ACH to United States bank accounts
- Routing number
- Bank account
- Confirm Bank account
- Account Type (Checking or Savings)
- Click on acceptance of TERMS and CONDITIONS

Click SUBMIT

See screenshot examples below.

Financial Information · Banking Information

Banking Information

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New Deposit

Bank Account Usage

Refund, Reimbursement & Payment Deposit

Effective Date: 11/13/2021

[Next](#) [Cancel](#)

Edit Bank Account Details

New Account

Account Nickname

Country of Bank

United States ▼

Routing Number *

[View sample check image](#)

Bank Account Number *

[View sample check image](#)

[Back](#) [Submit](#)

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Banking Information

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New Deposit

Bank Account Usage

Refund, Reimbursement & Payment Deposit

Effective Date: 11/13/2021

[Next](#) [Cancel](#)

Edit Bank Account Details

Account Type

Checking ▼


Terms and Conditions ▲

YOU MUST AGREE WITH THESE TERMS AND CONDITIONS IN ORDER TO PROCEED: I authorize Oakland Community College to initiate credit entries to my account at the financial institution listed above for the purpose of automatically depositing funds as indicated above. I understand that my bank has 2 business days to place funds into my account after Oakland Community College has issued a deposit. I understand that this authorization replaces any previous one and will remain in full force and effect until Oakland Community College has received a cancellation or modification via Online Services in such time as to afford Oakland Community College and the financial institution a reasonable opportunity to act on it. I understand it may take up to 10 business days to process this request.

I agree to the terms and conditions

[Back](#) [Submit](#)

Once you have added the bank account information, your account will be listed, but it will show NOT VERIFIED. During each refund/reimbursement process, a process is run to update and verify all new and modified bank accounts.




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Banking Information

Active Accounts

Refunds, Reimbursements & Payments	Verification
TEST	 Not Verified

Once Financial Services has run the process to verify all new or modified bank accounts – the account will show as VERIFIED.




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Banking Information

Active Accounts

Refunds, Reimbursements & Payments	Verification
TEST	 Verified

If you previously have entered bank account information – you can do the following:

- Edit the name of the account (NOTE: you can only edit the nickname of the account, any other changes to routing number, bank account number, type of account, require you to add a NEW account)
- Add a different account (NOTE; only ONE refund/reimbursement bank account is allowed)
- Inactivate the bank account