Self-Service Banking Information

Welcome to Eastern's new option for Payroll/Accounts Payable self-service banking. As an employee, you can add or change your banking information directly through MyEastern. This applies to Payroll and Accounts Payable (the system refers to Accounts Payable as Refunds, Reimbursements and Payment Deposit).

If you are a *new employee*, please follow the instructions to setup your direct deposit information for Payroll and Accounts Payable.

For *existing employees*, you can change your payroll information and add direct deposit information for Accounts Payable. Follow the same instructions but you will need to confirm your current payroll account number before you can make any changes.

Please NOTE –

Any changes for Accounts Payable (Refunds, Reimbursements & Payment Deposit) WILL NOT alter the bank information in Payroll.

Any changes for in Payroll WILL NOT alter the bank information in Accounts Payable (Refunds, Reimbursements & Payment Deposit).

Please be careful when setting up your accounts or making changes.

1) Log into MyEastern and enter your User Name and Password

MYEASTERN

Windows Security

Microsoft Edge

Connecting to portal.eastern.edu.

User name

Password

Domain: EASTERN

| OK | Cancel |

2) Select WebAdvisor For Employees

3) Select (Financial Information) then (Banking Information)

User Account

Time Entry and Approval

Employee Profile

Communication

Financial Information

For existing employees with ANY direct deposit, you will see your current banking information. To make any changes, you will need your bank account number.

Confirm your bank account number

BOA Bank   Account Ending: ...9430

Bank Account Number

[   ] i

You must confirm a pre-existing account number to continue.

| Cancel | Confirm |

+ Add an Account

4) To add an account

5) Once you select, Add an Account, the next screen will appear

Banking Information
< Back

New Deposit	Add a Bank Account

Bank Account Usage

Payroll Deposit ❌ OFF   Refund, Reimbursement & Payment Deposit ❌ OFF

6) Once you "Turn On" your option, you need to provide the following information, enter the effective date and deposit details.

Bank Account Usage

Payroll Deposit ON ✓

Effective Date 6/13/2018

End Date ● No end date
          ○ End on: M/d/yyyy

Deposit Details

Select the amount of your paycheck to be deposited

○ Entire Balance
● Specific Amount
○ Remaining Balance

7) Provide your bank account details

Edit Bank Account Details

New Account

Account Nickname
New Account

Country of Bank 🔒
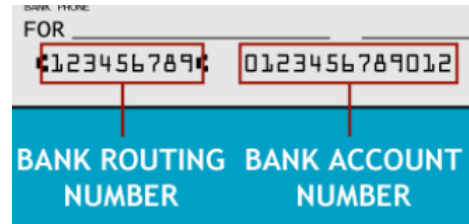United States

Routing Number *
[   ] i
View sample check image ⓘ

Bank Account Number *
[   ] i
View sample check image ⓘ

Re-enter Bank Account Number *
[   ] i

- Provide an account nickname
- Provide your routing number (the i button assists with identifying the information on your check)
- Provide and re-enter your bank account number
- Assign an account type – checking or savings

8) Read the Terms and Conditions

9) Once you agree to the Terms and Conditions, hit Submit

☐ I agree to the terms and conditions

Back	Submit

10) After your information has been entered, you will be prompted back to the main banking screen and you should see your account with a note (Not Verified) under the account you selected:

Refunds, Reimbursements & Payments	Verification
Freedom CU	Not Verified ⚠

Please allow one pay cycle for the verification process.

Once your account is verified, you will see the following:

Payroll Deposits	Verification
BOA Bank	Verified ✅