

## Employee e-Checks

Web Advisor 3.X

Colleague R18

8/19/2008

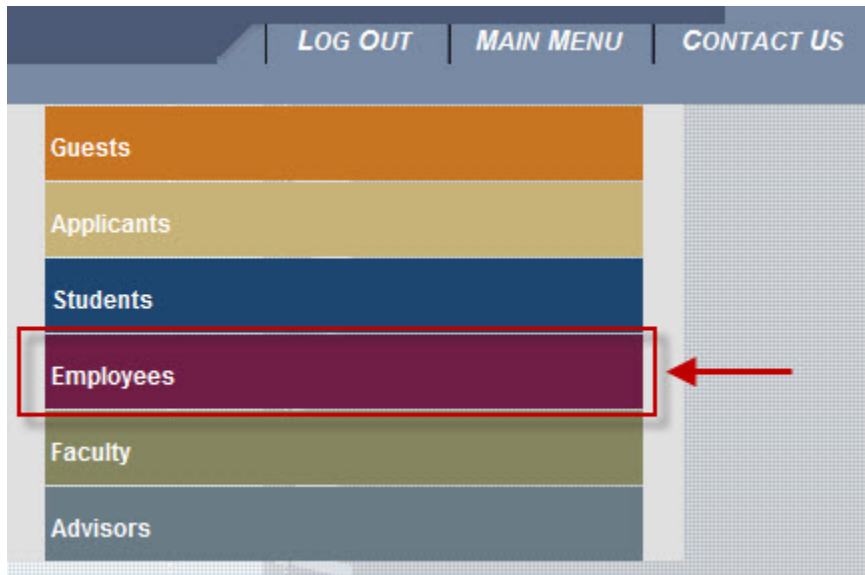
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Employees can fill out a form to accept electronic checks, or e-Checks from e-Services. The following are steps on how to accept e-Checks. Should you have questions about e-Checks registration please call Darrell Norris @ 517-787-0800 x8188.

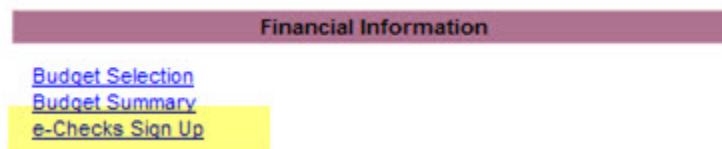
**Step 1:** Log into e-Services using your current username and password following the online instructions as a guide.

**Step 2:** From the main menu of e-Services choose the **Employees Tab** on the far right corner of the screen.

**NOTE:** If you do not see the employees tab make sure the resolution on your computers monitor is set at no less than **1024 X 768**. If this does not fix the issue, please contact the Solution Center at ext. 8639.



**Step 2:** Under the Financial information click on the **e-Checks Sign Up** link.



**Step 3:** Fill out the following form with the required information and make sure to check the "I Agree" checkbox after reading the "Terms and Conditions" before submitting the form.

**NOTE:** The Business Office has to send a pre-note to the bank prior to any electronic deposits. If you wish to have an e-Checks reimbursement you need to sign up 10 days prior to payment date.

Routing Number	<input type="text"/>
Re-Enter Routing Number	<input type="text"/>
Bank Account Number	<input type="text"/>
Re-Enter Bank Account Number	<input type="text"/>
Account Type	<input type="text"/>
Receive payment advice via	<input type="text"/>
Effective Date	<input type="text" value="08/06/08"/>
Confirmation E-Mail Address	dnorris@jccmi.edu

Terms and Conditions	<input type="text" value="I authorize Jackson Community College to initiate electronic deposits and if necessary, adjustments for deposits made in error, to this account. I understand that"/>
I Agree	<input type="checkbox"/>

**Step 4:** If you need assistance in finding the information needed from a check, click on the [How do I find the routing number and bank account number](#) link at the top of the page.

### e-Checks Sign Up

If you need to update your address, please [click here](#).

[How do I find the routing number and bank account number?](#)

Below is your current bank account information. Change or add information here. Please fill in all fields.

Address	Routing Number	Bank Account Number	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

**Step 5:** After submitting the form successfully you are done.

**Remember:** Should you have questions about e-Checks registration please call Darrell Norris @ 517-787-0800 x8188.