

Student and Applicant e-Checks

Web Advisor 3.X

Colleague R18

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Students 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: Open your web browser and navigate to www.jccmi.edu, JCC's home page

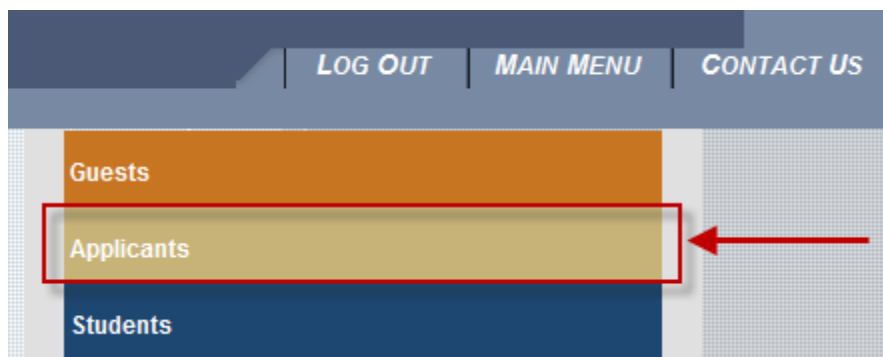
Step 2: At the bottom of the homepage is a series of links, click on the **e-Services** link to the far left.



Step 3: Log into e-Services using your current username and password following the online instructions as a guide. If you are an **Applicant** see [Step 4A](#), otherwise for **Students** continue on to [Step 4B](#)

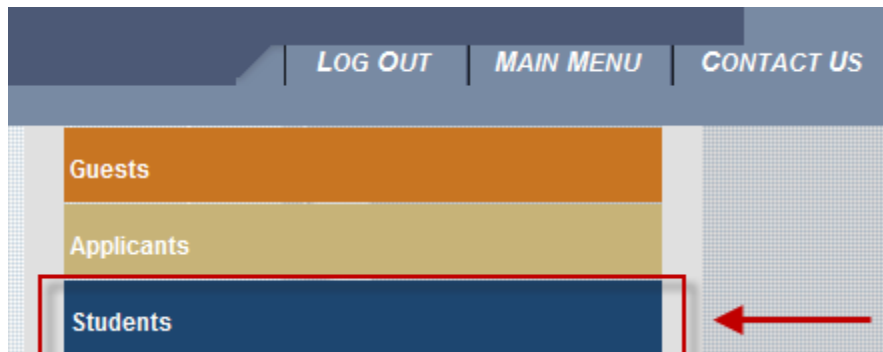
Step 4A: If you are an **Applicant**, from the main menu of e-Services choose the **Applicants Tab** on the far right corner of the screen.

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 796-8639.

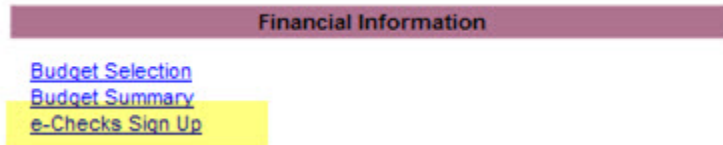


Step 4B: If you are a **Student**, from the main menu of e-Services choose the **Students Tab** on the far right corner of the screen.

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 796-8639.



Step 5: Under the Financial information click on the [e-Checks Sign Up](#) link.



Step 6: 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.

A registration form for e-Checks. It includes fields for Routing Number, Re-Enter Routing Number, Bank Account Number, Re-Enter Bank Account Number, Account Type (dropdown), Receive payment advice via (dropdown), Effective Date (08/06/08), and Confirmation E-Mail Address (dnorris@jccmi.edu). Below these is a Terms and Conditions text area and an "I Agree" checkbox. A "SUBMIT" button is located at the bottom right of the form.

Step 7: 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.

The "e-Checks Sign Up" page. It features a link "How do I find the routing number and bank account number?" highlighted in yellow. Below is a purple box with the text: "Below is your current bank account information. Change or add information here. Please fill in all fields." A table with columns "Address", "Routing Number", "Bank Account Number", and "Delete" is shown, with a checkbox in the "Delete" column.

Step 8: 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.