Direct Deposit

Enroll in Direct Deposit

1. Log into MySAIL
2. Select SAIL from the Popular Services menu
3. Select Personal Information
4. Select: View/Update Direct Deposit to enroll in and manage direct deposit for payroll and accounts payable.
   - Click on “Add New” in the Proposed Pay Distribution section to enroll in direct deposit for payroll payments.
   - Click on “Add New” in the Accounts Payable Deposit section to enroll in direct deposit for payments for refunds of excess financial aid, dropped classes that were made by cash AND/OR reimbursements for student organization-related expenses.