

How to Setup Direct Deposit

Have in front of you:

- **Employee ID** (790XXXXXX)
 - First time users will use the last six digits of their employee ID as their password
 - Returning users can use password reset tool if their password is unknown;
[NetID Password Reset - University of Montana \(umt.edu\)](#)
- **NetID** (Don't know your NetID? Use [NetID Lookup \(umt.edu\)](#))
- **Bank Routing Number**
- **Account Number**

YOUR NAME
1234 Main Street
Anytown, OH 00000

DATE

PAY TO THE ORDER OF \$

DOLLARS

ROUTING NUMBER ACCOUNT NUMBER CHECK NUMBER

Getting Started:

- Log in to GrizPortal (Formerly CyberBear); [Home - Ellucian Experience](#)
- Once logged in you will be brought to a home page, which will display an array of different “cards” to help access different kinds of information and services at the UM. **Locate the “Employee Self-Service” card.** This is easily done using the magnifying glass in the upper right of the page.

VIEW ALL CARDS

Employee Self-Service

- Next, locate the ‘Direct Deposit Information’ link in the yellow bar

Direct Deposit Information

- Under Proposed Pay Distribution, click on the + symbol to add a new account

Proposed Pay Distribution

+ Add New

- Enter your banking information as requested, indicate the amount to be deposited into account, check the box authorizing the institution to initiate direct credits or debits on your behalf and then click, ‘SAVE NEW DEPOSIT’. Repeat, if adding more than one account.

Please note that when setting up a new direct deposit authorization and you have no other active account authorizations currently in place, your first pay will be a physical check that will be mailed to you to the address listed on file with payroll. Any subsequent payments will be direct deposited into your account following successful verification of the account.

Add Payroll Allocation

Bank Routing Number Account Number Verify Account Number

Bank Name Account Type Priority

Amount

☒ Use Remaining Amount

☐ Use Specific Amount

☐ Use Percentage

☐ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

CANCEL SAVE NEW DEPOSIT