

# Direct deposit instructions:

1. To enroll in Direct Deposit, please visit <http://my.columbia.edu>.
2. Log in using your UNI and UNI password.
3. Click on the **Faculty & Staff tab** at the top.
4. Under Faculty and Staff Self-Service, click on the link to **"Personal Data: View and/or Update Your Personal data"**.
5. Click on **"Payroll & Compensation."**
6. Please have your routing and account number handy.
7. If you are direct depositing into one account, select **"+"** to add an account.
  - A. From the dropdown menu, select your account type
  - B. Deposit type is "Percent"**
  - C. Amount or Percent is "100"**
  - D. Deposit order is "1"**