Direct deposit instructions:

1. To enroll in Direct Deposit, please visit [http://my.columbia.edu](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 Personal Data, click on **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 “**Add Account**”
   A. From the drop-down menu, select your account type
   B. Deposit type is **"Percent"**
   C. Amount or Percent is “100”
   D. Deposit order is "1"