

# Enrolling in Direct Deposit for Refunds, Reimbursements & Payments



# Log in to Wabash Self-Service

<https://webservice.wabash.edu/Student/Account/Login>

The image shows a login page for Wabash Self Service. The background is a blurred photograph of a crowd of people. At the top center, the word "Wabash." is written in a bold, red, sans-serif font. Below it, the text "Wabash Self Service" is displayed in a white, sans-serif font. Underneath, there are two input fields: the first is labeled "User name" and the second is labeled "Password". Both labels are in a small, white, sans-serif font. Below the password field is a white rectangular button with a thin red border, containing the text "Sign In" in a red, sans-serif font. In the bottom left corner, a portion of a sign with the word "WABASH" is visible.

# Click on Banking Information

Hello, Welcome to Wabash Self-Service!

Choose a category to get started.



## Student Finance

Here you can view your latest tuition invoice and make a payment online.



## Tax Information

Here you can change your consent for e-delivery of tax information.



## Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances



## Grades

Here you can view your grades by term.



## Enrollment Verifications

Here you can view and request an enrollment verification.



## Financial Management

Here you can view the financial health of your cost centers and your projects.



## Financial Aid Counseling

Here you can view the Financial Aid Hub information as a student would so you can help the student answer any questions.



## Financial Aid

Here you can access financial aid data, forms, etc.



## Banking Information

Here you can view and update your direct deposit information for Payroll, Reimbursements and Refunds.



## Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.



## Graduation Overview

Here you can view and submit a graduation application.



## Transcript Requests

Here you can view and request a transcript.



## Student Finance Admin

Here you can view the Student Finance Information as a student would so you can help the student with any questions.



# Review information – am I enrolled in Direct Deposit for both Payroll and Refunds Systems?

- If you are working on campus, your earnings will be directly deposited into the bank account listed under “Payroll Deposits”.
- If you receive a refund of tuition overpayment, reimbursement, or payment, your payment will be directly deposited into the bank account listed under “Refunds, Reimbursements & Payments”

## Banking Information

### Active Accounts

Payroll Deposits	Verification
TEACHERS CREDIT UNION	✓ Verified
Refunds, Reimbursements & Payments	Verification
TEACHERS CREDIT UNION	✓ Verified

# If you are not enrolled in Direct Deposit for Refunds, Reimbursements & Payments

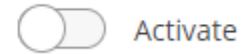
## To ADD a bank account

- Click “+Add an Account” in top right corner.



- Slide button to “Activate”.

Refund, Reimbursement & Payment Deposit



- Click Next.
- Give your account a Nickname you will recognize, and complete the remainder of the form.
- Click Submit.

You are now enrolled in Direct Deposit for  
Refunds, Reimbursements & Payments

**WABASH**  
**COLLEGE**