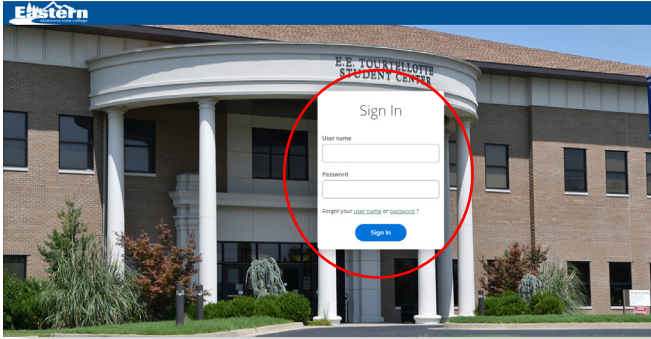
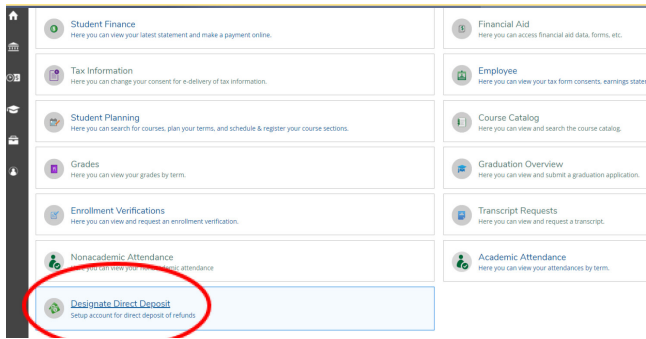


# EOSC SELF SERVICE INSTRUCTIONS - How to Designate Your Direct Deposit

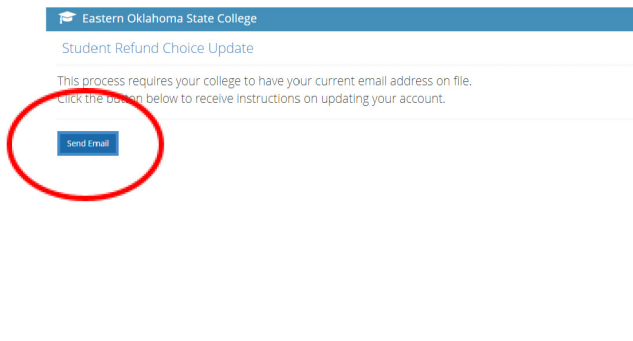
1. Log into Self Service with your username and password.



2. Once logged in, you will be on the main page. Scroll down to the bottom of this page and click on the Designate Direct Deposit link.



**Note:** If you have designated your direct deposit before and are now *changing* it, you will have an option labeled "Student Refund Choice Update." Click Send Email and you will receive a direct email with a link to Herring Bank to update your information. If you have not designated your direct deposit before, you will not see this option.



3. After clicking the Designate Direct Deposit link, you will be presented with two options.

- If you have an established bank account from a US banking institution that you would like to use, you will choose the 1st option to enter your bank's routing and account number.
- If you do not have an established bank account but want to receive direct deposit refunds, you will choose the 2nd option. This creates a MasterCard that is connect to Eastern's banking partner Herring Bank.

Note: You must have your pop-ups enabled for Self Service to redirect you to the Herring Bank webpage.

Eastern Oklahoma State College is required to collect a student refund account choice in order to process student refunds. Student refunds may result from Financial Aid disbursements, withdrawing from class, or overpayments.

Please designate your choice on how you would like to receive any student refund.

I choose to use my existing bank account. (Please refer to your bank to compare the fees and features of your accounts.)  
This selection will require you to enter the following information:  
✔ Your bank account routing number  
✔ Your bank account number

I choose the student checking account offered by Herring Bank. (You will receive new account disclosures via email and your account will be established when you are enrolled.)

✔ No Monthly Service Charge  
✔ Free Online Banking and Mobile App  
✔ Mobile Check Deposits  
✔ Free ATM withdrawals at over 55,000 Allpoint ATM's nationwide (effective July 1).

✔ Text or Email Account Alerts  
✔ Free rewards program with debit card purchases (enrollment required)

Monthly Fee	Per Purchase	ATM Withdrawal	Cash Refund	Overdraft
\$0	\$0	\$0 <small>in-network</small> \$1.50 <small>out-of-network</small>	N/A	N/A

ATM balance inquiry (in-network or out-of-network): \$0 or \$1.00

If you chose the 2nd option with Herring Bank, you can pick up your dual MasterCard/Student ID card at the Business Office in Wilburton.