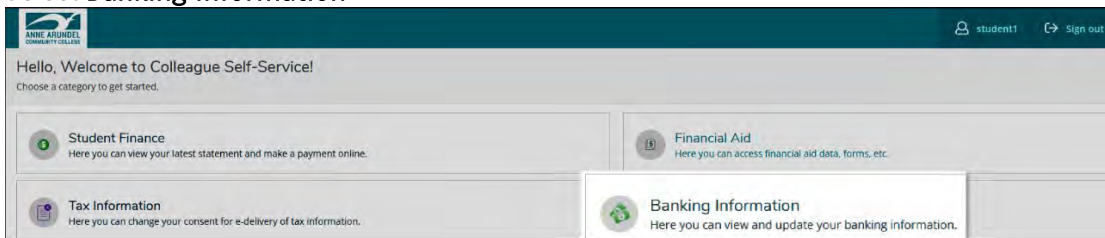


## How to sign up for Refund/Reimbursement/Payment deposits

Cashier's Office | 410-777-2236 | [cashiersoffice@aacc.edu](mailto:cashiersoffice@aacc.edu)

Self-Service Banking Information uses an electronic check (e-check) to administer funds to your personal checking or savings account. An e-check is a direct deposit that is made via electronic transfer to your bank account. E-check refunds are a safe and secure way to make sure your money gets into your account in the most convenient way possible. You won't have to wait for a paper check to arrive in the mail.

1. Sign in to **MyAACC**: <https://portal.aacc.edu>
2. Select **Menu** in the upper left.
3. Select **SELF SERVICES**.
4. Select **Banking Information**.



5. Click **Add an Account** and then click activate for **Refund, Reimbursement, and Payment deposit**. Follow the next screens to set up your account.

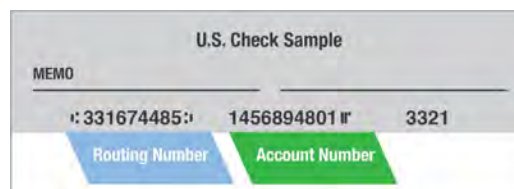


The help button located in the upper right corner will provide information on how to manage your account.

### Important Information

Prior to setting up your refunds/reimbursements/payments account, please have your bank's routing number and your account number available. Please be sure you use your bank account number, not your debit card or credit card number. The system will validate routing numbers but it cannot validate account numbers.

You can only have **one** refunds/reimbursements/payments account active at a time.



Please be aware that your account will be verified weekly prior to refund processing. A verified account will have a green check mark in the "verification" column.

Posting cut-off times are bank dependent and the actual date funds are available to you may vary. Confirmation of this deposit should be made with your bank.

**Security Feature** – You will receive an email alert every time a change is initiated to your account information. This email will be sent to your [mymail.aacc.edu](mailto:mymail.aacc.edu) email address.