



# Automated Clearing House (ACH) Account Setup Guide

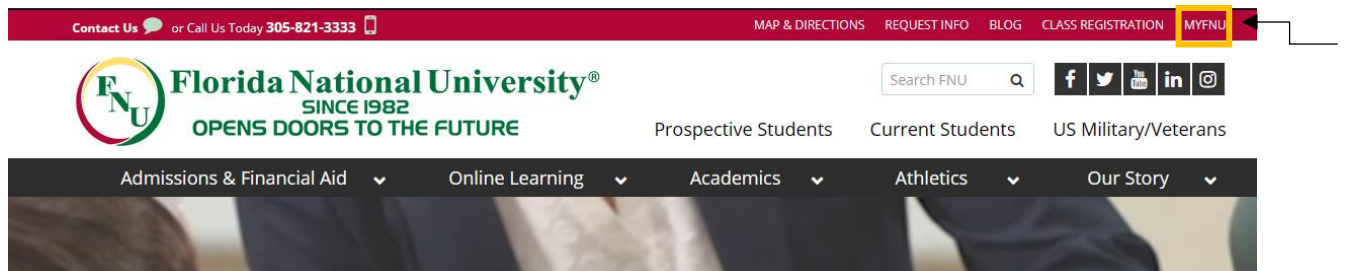
If you are **entitled** to receive a refund from your institutional funds, FNU is offering the ability of doing so thru an ACH transaction (Direct Deposit). ACH provides the ability for you to receive the funds through a direct deposit to your bank account instead of a check. The funds will be electronically transferred to your checking / savings or money market account.

If you decide this is convenient for you, follow the steps below. If additional assistance is required, don't hesitate to contact Student Services, Lab Assistants, Academic Advisors and/or Campus Deans as they can help you with the setup process.

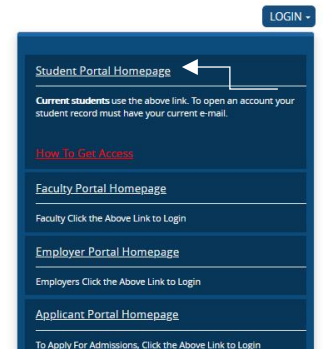
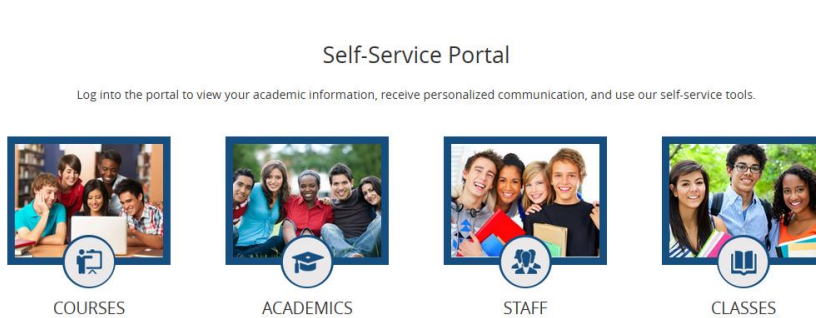
**Once you have entered your information, you must contact the Bursars Office and they will activate your application for ACH.**

Follow the steps below to voluntarily opt into ACH:

1. Visit the FNU website: <http://www.fnu.edu/>
2. Click on "MYFNU": <https://my.fnu.edu/>



3. Click "LOGIN" and then "Student Portal Homepage"



4. Login with your Student Portal Username and Password. If you do not know these credentials or need assistance, contact the office of Student Services: **Hialeah Campus** at (305) 821-3333 Ext. 1113 or the **South Campus** at (305) 226-9999 Ext. 1372

[➔ Login to Student Portal](#)

Required Field \*

**Username \***

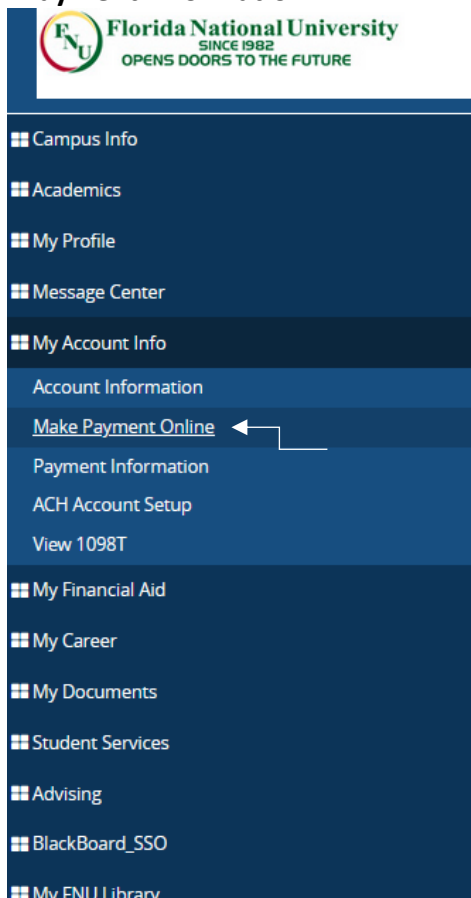
**Password \***

Password is case sensitive

[Create a New Account](#) | [Forgot your Password](#)

[Login](#)

5. Once logged in, click on **“My Account Info”** which is located on the menu on the left hand side. Once you click this, an additional menu with pop out. You will then click on **“Payment Information”**.



6. Under “Bank Accounts” Click “+Add a Bank Account >>”

Bank Accounts

Show 10 entries

Showing 1 to 1 of 1 entries

+ Add a Bank Account >>

Search

Previous 1 Next

Account Type	Bank Name	Account Number	Online Payments Enabled

Show 10 entries

Showing 1 to 1 of 1 entries

Search

Previous 1 Next

7. Complete the required fields with the Financial Institution (The name of your bank) along with your Routing Number and Account Number. Once completed, click “Save”.

Payment Information

Bank Account Information

Required Field \*

Account Type

Bank Name \*

Routing Number \*

Account Number \*

Cancel Save

8. To finalize the ACH Setup, you must contact the Bursars Office and inform them you have finished the set up process for them to activate your ACH Account.

The Bursars Office contact info is:  
Hialeah Campus at (305) 831-3333 Ext. 1014 or 1090  
South Campus at (305) 226-9999 Ext. 1304 or 1338