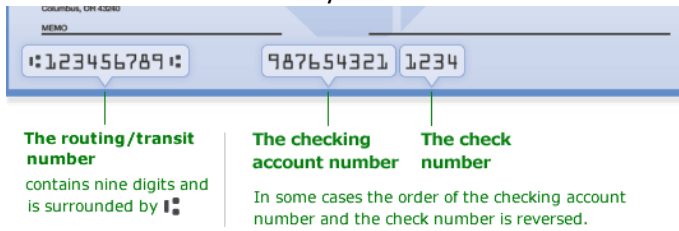


## Instructions for enrolling in EFT Non-Payroll Employee Direct Deposit

1. From “My Homepage” in your MyFresnoState portal, select the “Employee Self Service” tile
2. Select “Miscellaneous HR Related,” then “Non-Payroll Direct Deposit”
3. Enter your checking account routing number and account number. These series of numbers can be found at the bottom of your checkbook.



4. Agree to the Terms and Conditions
5. Click the Submit button