To enroll in Non-Payroll Employee Reimbursement

1. Go to the My Cal Poly Portal
   - Enter your login information

2. This will open the Main page for the Cal Poly Portal

3. Click on Personal Info Tab

4. Scroll down to My Job Tasks
   - Click on Update on the Enroll in Direct Deposit for Employee Reimbursements line

5. Click on Continue
6. This will open up the “Enroll in Non-Payroll Direct Deposit” page

7. Enroll in Non-Payroll Direct Deposit
   - Select either Checking or Savings
   - Enter in your 9 digit routing number. If you are unsure please verify with your financial institution
   - Enter your account number
   - Confirm your account number
   - Read the terms and conditions
   - Acknowledge the terms and conditions
   - Select Submit or Cancel
8. Verify your Direct Deposit Information.
   Account Type, Routing Number and Account Number
   - Click Confirm if correct or Cancel if not correct

9. You will receive the Direct Deposit Confirmation
   - Click OK

10. This will take you back to the Enroll in Non-Payroll Direct Deposit page
    - At this time you have signed up for Non-Payroll Direct Deposit you can close the window.
To Inactivate your Non-Payroll Employee Reimbursement

- Follow steps 1-6
- Click on Inactivate Direct Deposit

1. This will bring up the confirmation page.
   - Verify your Direct Deposit Information. Account Type, Routing Number and Account Number
2. Click Confirm to cancel your direct deposit or Cancel if you do not want to cancel your direct deposit
3. You will receive the Direct Deposit Confirmation
   • Click OK

4. This will take you back to the Enroll in Non-Payroll Direct Deposit page. At this time you have cancelled your Non-Payroll Direct Deposit, you can close the window.