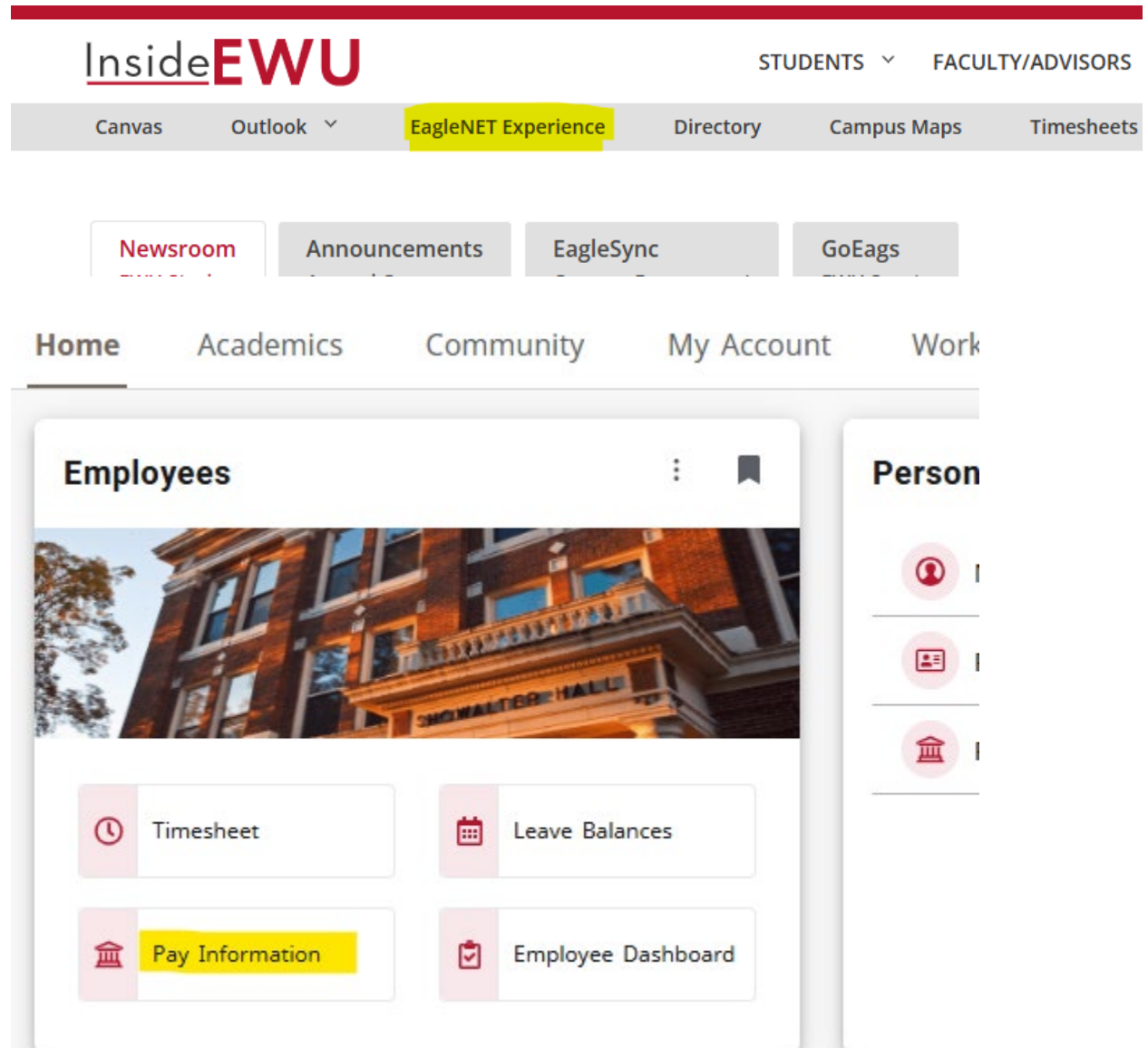ACCOUNTS PAYABLE DIRECT DEPOSIT SELF SERVICE – FOR EASTERN EMPLOYEES OR PERSONS WITH AN SSO SIGN IN. ANY VENDORS NEEDING TO SIGN UP FOR DIRECT DEPOSIT PLEASE REACH OUT TO accountspayable@ewu.edu

Sign into EagleNet via Inside EWU: https://inside.ewu.edu/

Select EagleNet Experience, select Pay Information:

Next select Direct Deposit Allocation:

Employee Pay Information

- **Direct Deposit Allocation**
- **Earnings History**
- **Pay Stub**
- **Deductions History**
- **Earnings by Positions**

This brings you into a screen with Pay Distribution, Proposed Pay Distribution and Accounts Payable Deposit. Choose Accounts Payable Deposit and + Add New to enter your bank information:

Accounts Payable Deposit

⊖ Delete   ⊕ Add New
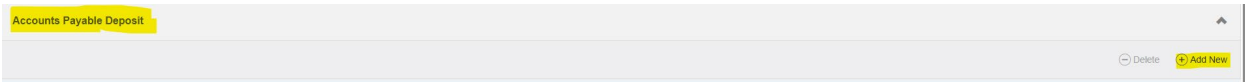
This will allow you to enter new bank information or choose an existing account if you already have an account setup for other purposes such as Payroll:

Add Accounts Payable Deposit   ✕

Choose an option:

○ Create from existing account information

○ Create new

CANCEL   SAVE NEW DEPOSIT

If creating new be sure to click the box and save after entering in the bank information:

Add Accounts Payable Deposit　✕

Choose an option:

○ Create from existing account information

⦿ Create new

Bank Routing Number ⓘ

| Bank Routing Number |

Account Number ⓘ

| Account Number |

Bank Name

Account Type

| Select a Type ⌄ |

☐ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

CANCEL　　　　SAVE NEW DEPOSIT