

SAP Portal Instructions for Direct Deposit New Enrollment

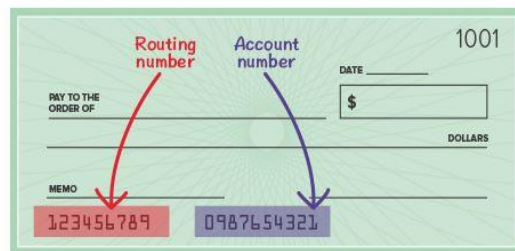
The fastest way to enroll in direct deposit is to sign onto the **SAP portal** with your Net ID.

Important:

- On a regular computer you must use Internet Explorer, and, on a Mac, you need to use **Firefox**.
- Make sure that pop-ups are enabled.
- For assistance, please contact SAP Security at itac@txstate.edu.

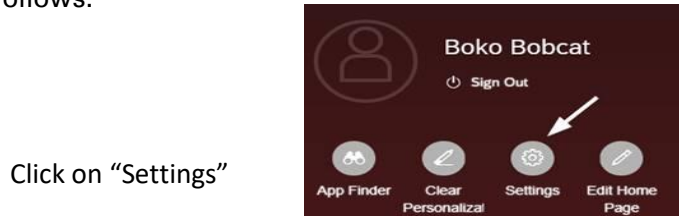
Before you start, make sure to have your ABA routing number and account number.

- For checking accounts, the routing and account numbers are the first set of numbers printed on the bottom of your checks, on the left side.
- You can also find your ABA number on deposit slips—typically in the same location.
- For savings accounts, contact your bank and ask which ABA number to use. Some banks provide this information online, although you might need to log into your account to find the right number.

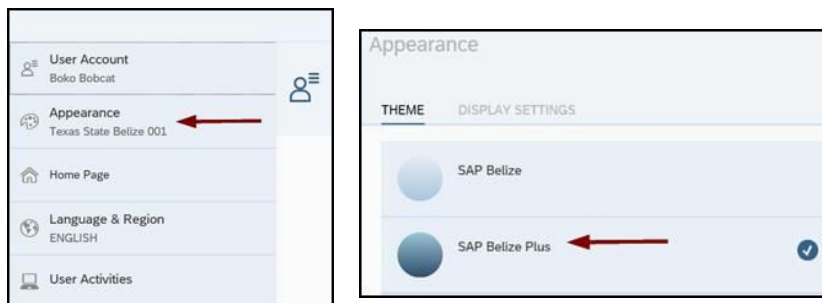


STEP 1 – Visit the SAP login site which you will find when you click on “**More Tools**”, then “**SAP Portal**” on the Texas State University main webpage.

STEP 2 – Set up your SAP Theme/Setting as follows:



Click on “Appearance” and select “**SAP Belize Plus**”.



And click “Save”.



STEP 3 – Click on Payroll “**My Personal Profile**” in the **Payroll-Benefits** section:

- Click the **pencil icon** to the right of “Main Bank” (on the right side of your name).



STEP 4 – Enter your **routing and account number** as follows:

Bank Routing Number: Nine-digit number

Account Type: 01 for Checking or 02 for Savings

Account Number: Your bank account # (usually 10-12 digits)

Payment Method: Change to “Bank Transfer (ACH PPD)”

Valid as of: Today

STEP 5 – Existing Account (for **Validation**)

*** DO NOT reenter account number, please read instructions below ***

- **NEW ENROLLMENT:** If you are not currently signed up for direct deposit, please **delete the question marks** and **leave space empty**.
- **CHANGING ACCOUNT INFORMATION:** If you are **updating** to a new bank account you must **enter your old account number here**.

Existing Account (for Validation) <input data-bbox="820 1136 1071 1167" type="text" value="???"/>

STEP 6 – **Save** your information

- Click “Save” or “Save and Back”. You should see a green box with a check mark stating, **“Data saved successfully”**.

That’s it. You are now signed up for direct deposit!