


# HOW TO ENROLL IN TO ELECTRONIC DISBURSEMENT

## ADDING EFT INFORMATION

1. Login to myLSUS

Public Access (No Password Required)	Student Access (Password Required)
<a href="#">Course Schedules</a> <a href="#">GPA Calculator</a> <a href="#">Course Descriptions</a>	Student ID: <input type="text"/> PIN: <input type="text"/> <input type="button" value="Logon"/> <input type="button" value="Help"/>

2. On Home page of MyLSUS “Locate My Details”

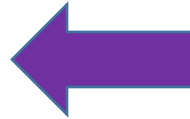


3. Click “Electronic Disbursement” (the last option under My Details)

Primary Objective: -

Security Question: Entered

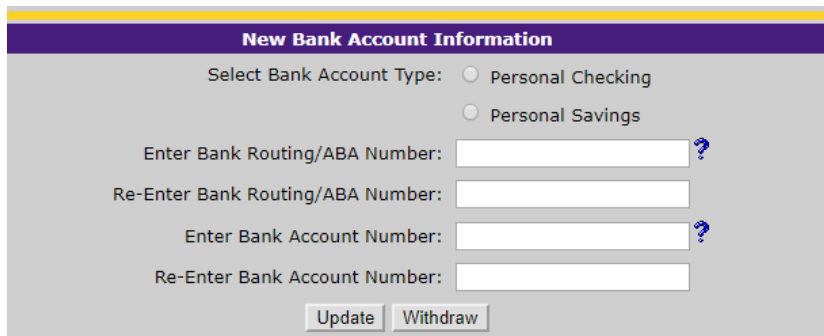
Electronic Disbursement: Student withdrawn from EFT



4. Select “Personal Checking or Personal Savings”

5. Enter nine-digit routing number, twice

6. Enter bank account number (*do not enter debit card number*)



**New Bank Account Information**

Select Bank Account Type:  Personal Checking  
 Personal Savings

Enter Bank Routing/ABA Number:  ?

Re-Enter Bank Routing/ABA Number:

Enter Bank Account Number:  ?

Re-Enter Bank Account Number:

7. Click “Update”

8. The following message will indicate your EFT information is saved successfully.

# HOW TO ENROLL IN TO ELECTRONIC DISBURSEMENT



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## Electronic Funds Disbursement Information

8024 - Student C08023111 modified successfully

The Banking Information Will Be Used To Eft Your Available Fund Balances

Current Bank Account Information	
Bank Routing/ABA Number ends in:	5093
Bank Account Number ends in:	1234
Bank Account Type is:	Personal Checking

New Bank Account Information	
Select Bank Account Type:	<input type="radio"/> Personal Checking <input type="radio"/> Personal Savings
Enter Bank Routing/ABA Number:	<input type="text"/> ?
Re-Enter Bank Routing/ABA Number:	<input type="text"/>
Enter Bank Account Number:	<input type="text"/> ?
Re-Enter Bank Account Number:	<input type="text"/>
<input type="button" value="Update"/> <input type="button" value="Withdraw"/>	

9. If you receive the message below, click on the DocuSign link to send your bank or financial institution name and the routing number.



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## Electronic Funds Disbursement Information

0001 - Bank Routing Number is invalid

If you have confirmed your Bank Routing Information is correct but you are still receiving an error, please click on the DocuSign link below to send us your bank routing information.

([Bank Routing Information](#)) 

Please allow 1-2 business days for the completed DocuSign email, then re-enter your banking information.

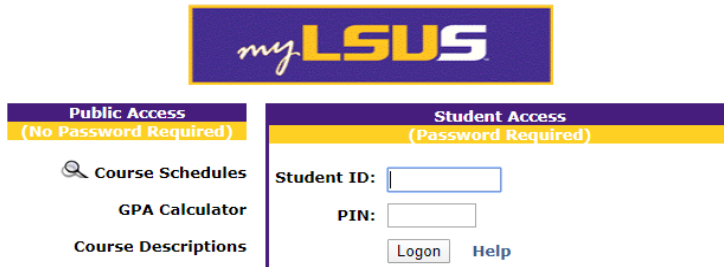
Student Name: Chelsey E. Chance

The Banking Information Will Be Used To Eft Your Available Fund Balances

# HOW TO ENROLL IN TO ELECTRONIC DISBURSEMENT

## UPDATE EXISTING EFT INFORMATION

1. Login to myLSUS



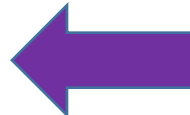
The screenshot shows the myLSUS login interface. At the top is the myLSUS logo. Below it are two panels. The left panel, titled 'Public Access (No Password Required)', contains links for 'Course Schedules', 'GPA Calculator', and 'Course Descriptions'. The right panel, titled 'Student Access (Password Required)', contains input fields for 'Student ID:' and 'PIN:', and buttons for 'Logon' and 'Help'.

2. On Home page of MyLSUS “Locate My Details”



3. Click “Electronic Disbursement” (the last option under My Details)

**Primary Objective:** -  
**Security Question:** Entered  
**Electronic Disbursement:** Student withdrawn from EFT



4. Click “Withdraw” to remove existing information
5. Select “Personal Checking or Personal Savings”
6. Enter nine-digit routing number, twice
7. Enter bank account number (*do not enter debit card number*)

# HOW TO ENROLL IN TO ELECTRONIC DISBURSEMENT

**New Bank Account Information**

Select Bank Account Type:  Personal Checking  
 Personal Savings

Enter Bank Routing/ABA Number:  ?

Re-Enter Bank Routing/ABA Number:

Enter Bank Account Number:  ?

Re-Enter Bank Account Number:

8. Click "Update"

9. The following message will indicate your EFT information is saved successfully.



[Home](#) [Advising](#) [Registration](#) [My Financials](#) [Financial Aid](#) [Records](#) [Profile](#) [Logoff](#)

## Electronic Funds Disbursement Information

8024 - Student C08023111 modified successfully

**The Banking Information Will Be Used To Eft Your Available Fund Balances**

**Current Bank Account Information**

Bank Routing/ABA Number ends in: 5093

Bank Account Number ends in: 1234

Bank Account Type is: Personal Checking

**New Bank Account Information**

Select Bank Account Type:  Personal Checking  
 Personal Savings

Enter Bank Routing/ABA Number:  ?

Re-Enter Bank Routing/ABA Number:

Enter Bank Account Number:  ?

Re-Enter Bank Account Number:

# HOW TO ENROLL IN TO ELECTRONIC DISBURSEMENT

10. If you receive the message below, click on the DocuSign link to send your bank or financial institution name and the routing number.




Home Advising ▾ Registration ▾ My Financials ▾ Financial Aid ▾ Records ▾ Profile ▾ Logoff

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If you have confirmed your Bank Routing Information is correct but you are still receiving an error, please click on the DocuSign link below to send us your bank routing information.

([Bank Routing Information](#)) 

Please allow 1-2 business days for the completed DocuSign email, then re-enter your banking information.

Student Name: Chelsey E. Chance

The Banking Information Will Be Used To Eft Your Available Fund Balances

Current Bank Account Information	
Bank Routing/ABA Number ends in:	None Available
Bank Account Number ends in:	None Available
Bank Account Type is:	None Available

New Bank Account Information	
Select Bank Account Type:	<input type="radio"/> Personal Checking <input type="radio"/> Personal Savings
Enter Bank Routing/ABA Number:	<input type="text"/> ?
Re-Enter Bank Routing/ABA Number:	<input type="text"/>
Enter Bank Account Number:	<input type="text"/> ?
Re-Enter Bank Account Number:	<input type="text"/>
<input type="button" value="Update"/> <input type="button" value="Withdraw"/> <input type="button" value="Continue"/>	