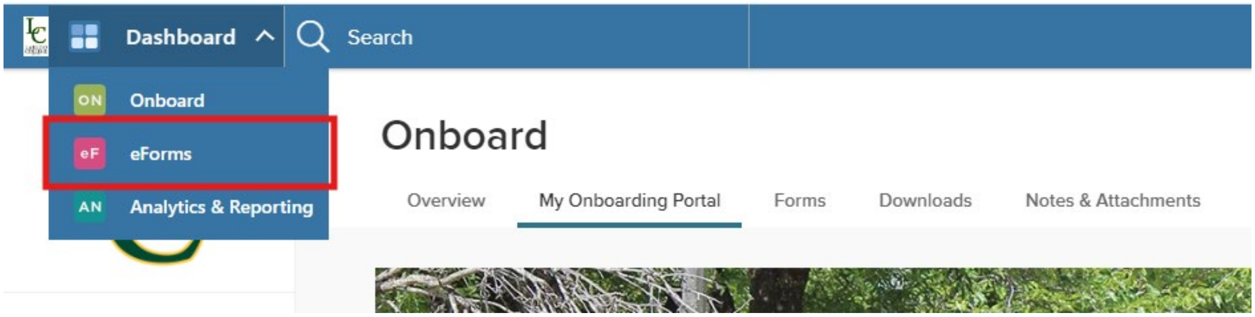
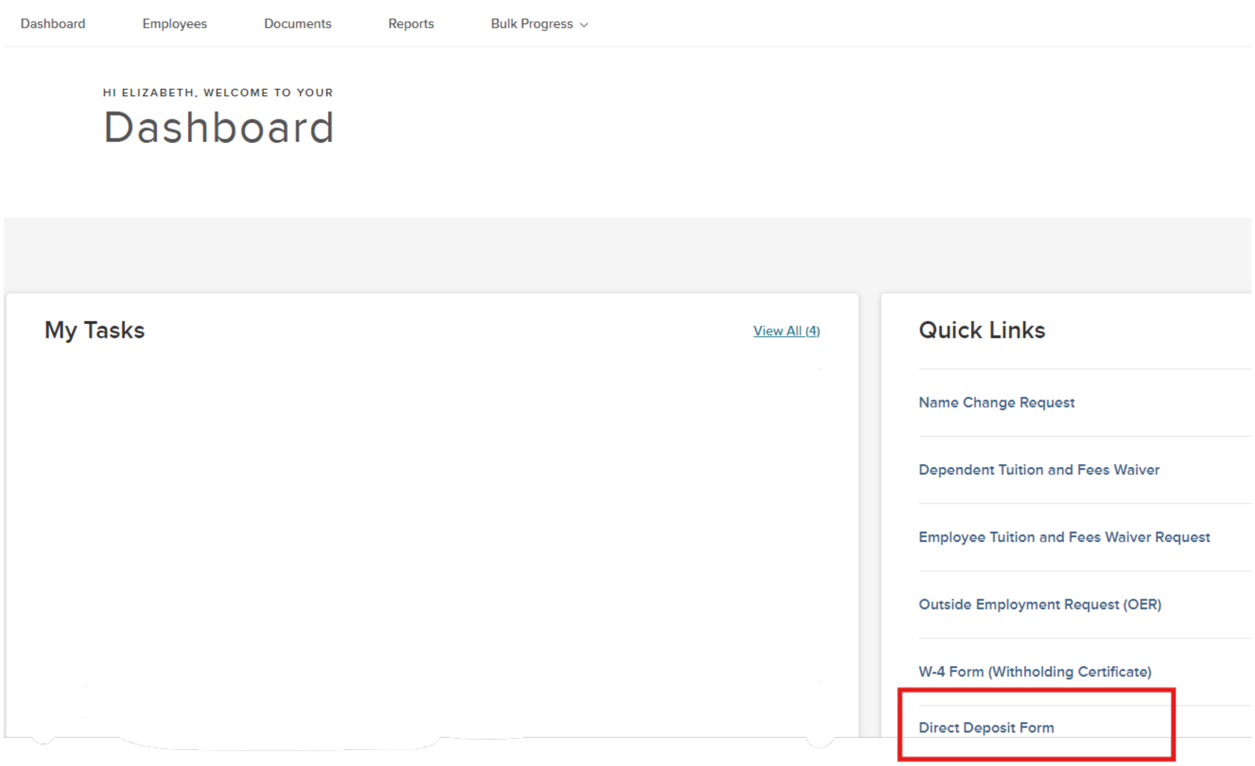
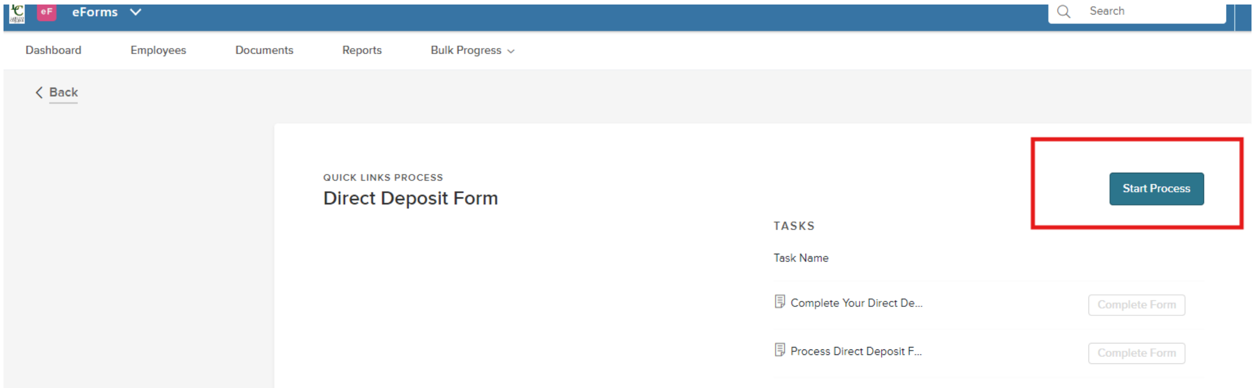
1. After logging into your **NEOED** account, select the dashboard dropdown menu and click **eForms**



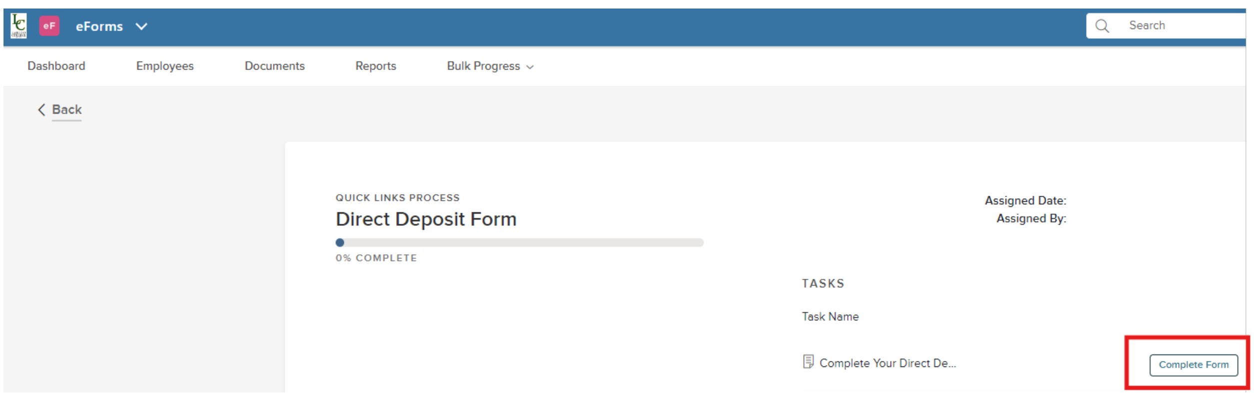
2. Under the Quick Links menu, select **Direct Deposit Form**



3. Select **Start Process**



4. Select **Complete Form** and fill out all the required* fields on the direct deposit form. You will need to upload backup documentation for your banking information.



5. Ensure that you hit **Submit** if you are ready for submission, or **Save for Later** if you will continue at another time.