



Automated Clearing House (ACH) Account Setup Guide

If you are **entitled** to receive a refund from your institutional funds, FNU is offering the ability of doing so thru an ACH transaction (Direct Deposit). ACH provides the ability for you to receive the funds through a direct deposit to your bank account instead of a check. The funds will be electronically transferred to your checking / savings or money market account.

If you decide this is convenient for you, follow the steps below. If additional assistance is required, don't hesitate to contact Student Services, Lab Assistants, Academic Advisors and/or Campus Deans as they can help you with the setup process.

Once you have entered your information, you must contact the Bursars Office and they will activate your application for ACH.

Follow the steps below to voluntarily opt into ACH:

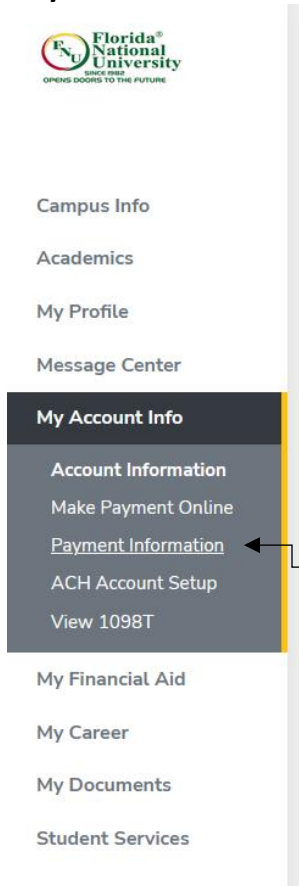
1. Visit the FNU website: <http://www.fnu.edu/>
2. Click on "MYFNU": <https://my.fnu.edu/>

The screenshot shows the top portion of the Florida National University website. At the top, there is a dark red navigation bar with the following links: "Contact Us" (with a speech bubble icon), "or Call Us Today 305-821-3333" (with a mobile phone icon), "MAP & DIRECTIONS", "BLOG", "CLASS REGISTRATION", "MYFNU" (highlighted in yellow), and "REQUEST INFO" (with a right-pointing arrow). Below this bar is the main header area, which includes the Florida National University logo on the left, a search bar labeled "Search FNU" with a magnifying glass icon, and social media icons for Facebook, Twitter, YouTube, LinkedIn, Instagram, and TikTok. To the right of the logo is the text "Florida National University® SINCE 1982 OPENS DOORS TO THE FUTURE". Below the header is a dark grey navigation menu with the following items: "Admissions & Financial Aid" (with a dropdown arrow), "Online Learning" (with a dropdown arrow), "Academics" (with a dropdown arrow), "Athletics" (with a dropdown arrow), and "Our Story" (with a dropdown arrow). Below the navigation menu is a light blue decorative banner.

3. Click **“LOGIN”** and then **“Student Portal Homepage”**

4. Login with your Student Portal Username and Password. If you do not know these credentials or need assistance, contact the office of Student Services: **Hialeah Campus** at (305) 821-3333 Ext. 1113 or the **South Campus** at (305) 226-9999 Ext. 1372

5. Once logged in, click on **“My Account Info”** which is located on the menu on the left hand side. Once you click this, an additional menu with pop out. You will then click on **“Payment Information”**.



6. Under **“Bank Accounts”** Click **“+Add a Bank Account >>”**

Payment Information

We have the following credit card information on file.

Type	Number

[+ ADD A NEW CREDIT CARD >>](#)

Bank Accounts

Showing 1 to 1 of 1 entries

[+ ADD A BANK ACCOUNT >>](#)

Search

Account Type	Bank Name	Account Number	Online Payments Enabled

Show entries

Previous Next

Showing 1 to 1 of 1 entries

[BACK TO ACCOUNT INFORMATION](#)


7. Complete the required fields with the Financial Institution (The name of your bank) along with your Routing Number and Account Number. Once completed, click **“Save”**.

Payment Information

Bank Account Information

Required Field *

Account Type	<input type="text" value="Checking"/>
Bank Name *	<input type="text" value="Bank Name Here"/>
Routing Number *	<input type="text" value="123456789"/>
Account Number *	<input type="text" value="123456789"/>



8. To finalize the ACH Setup, you must contact the Bursars Office and inform them you have finished the set up process for them to activate your ACH Account.

The Bursars Office contact info is:

Hialeah Campus at (305) 831-3333 Ext. 1014 or 1090

South Campus at (305) 226-9999 Ext. 1304 or 1338