

DIRECTIONS FOR STUDENT PAYROLL DIRECT DEPOSIT

Go to www.sau.edu

Click "Beeline" on the right hand side of your screen

Login to Beeline with your student ID and password

Click on the Student menu

Click Bank Information (U.S) (*link listed under Financial Information*)

Enter Bank Routing Number

Enter Bank Account Number

Select Account Type

At "Receive Payment Advice Via" select "**E-mail**"

(email notifications/advices will ONLY be sent to SAU email addresses)

Effective Date = Current day's date

Don't forget to read and click "I agree" to the Terms and Conditions before you submit.