How to Add a Bank Account

After you log in to Student Information Online (SIO), hover over the Finances tab.

From the Finance drop down menu, choose Bank Account List.

Click on the + add account link, directly below your name.

Enter the required information regarding your U.S. bank account. You may want to consider making your Descriptive Name specific enough so you can easily distinguish one account from another if you have multiple accounts listed.

You are encouraged to make this your default Refund Account. This means that if you are eligible to receive a refund from the university, your refund will be electronically deposited into this account. Check the Refund account box before leaving this screen.
If this is the first account that you are adding, this will become your **Default Payment Account**. This will be your first account in your drop down menu of your from the bank account listings. If this is not the first account you are adding, you will have the ability to add your new account as your **Default Payment Account**.

If you need help in identifying your bank **Routing Number** and **Account Number**, please refer to the following, or click on the ‘example check’ link in the Routing Number section.

After you have entered the required information, choose the **Next** button.
Review your account information and check the I Agree box indicating that you accept the Account Terms. Click on the Add Account button.

After you have created this account, you will receive the following message:

When you visit the Bank Account List page under the Finances tab, you will see your account as an available account to make a payment to your student account, or receive a refund.

- [D] indicates that your account is the default payment account and will appear first in the drop down menu when you schedule a payment.
[R] indicates that this is the account you designated to receive refunds from Carnegie Mellon University.