Carnegie Mellon University
Student Accounts Office

Online Banking
Adding or Editing a Bank Account

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

From the **Finance** drop down menu, select **Bank Account List**.

Click on the red **"+ add account"** link, where shown below:

Enter the required information for your U.S. bank account, including a **Descriptive Name** that is specific enough so you can easily distinguish one account from another if you have multiple accounts listed.

You are encouraged to select **Refund Account** for any bank account you add. This means that if you are eligible to receive a refund from the university, your refund can be electronically deposited into this account if it is selected as the **Default Refund Account** on your **Bank Account List** page.

If this is the first account you are adding, this will become your **Default Payment Account**. This account will be listed first in the drop down menu of your bank account listings when making payments. 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** on your **Bank Account List** page.

If you need help in identifying your bank **Routing Number** and **Account Number**, click the red "sample check" link on the Add Bank Account screen and you will see a sample check like below:
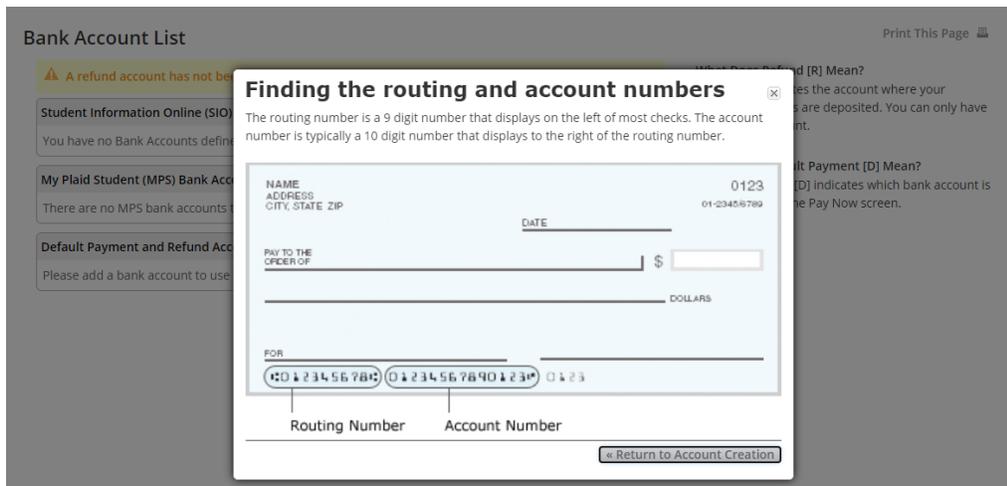
After you have entered the required information, select the **Next** button.

Review your account information and check (☑) the **I Agree** box indicating that you accept the **Add Account Terms**, and then select the **Add Account** button.
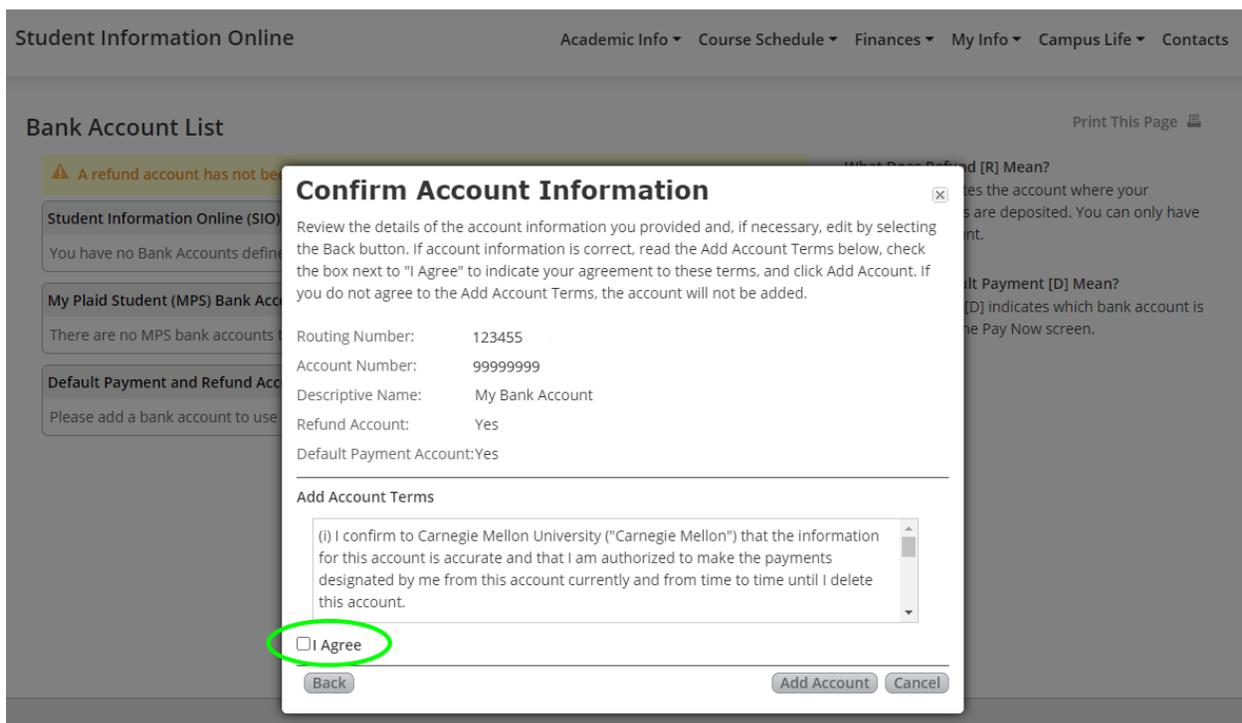
After you have created your bank account, you will receive the following message:
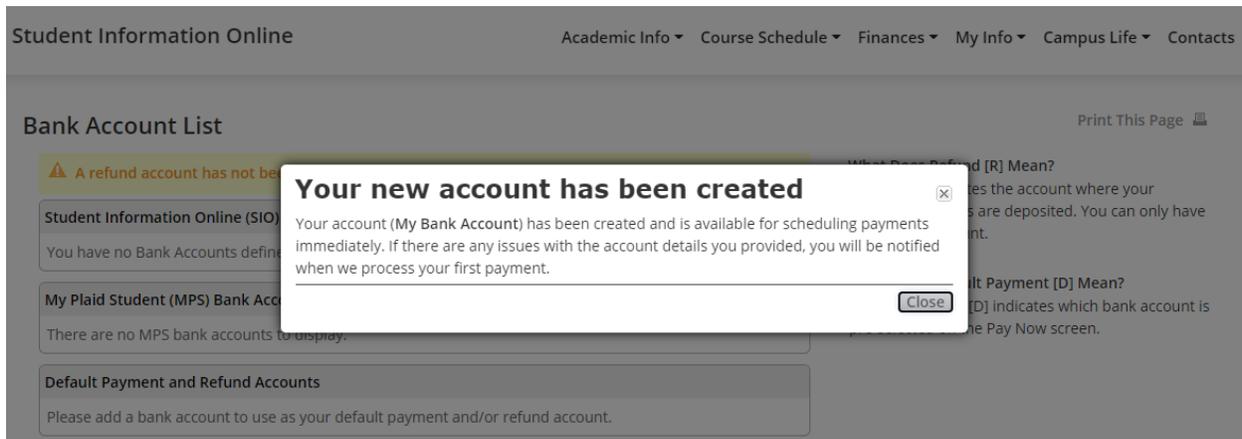

When you visit the **Bank Account List** page under the **Finances** tab, you will see your account as an available account to make a payment to your student account, or receive a refund.

You can rename existing bank accounts or delete them. To add another bank account, just click the red "**+ add account"** and follow the steps above again. Be sure to designate your desired **Default Payment and Refund Accounts** on the **Bank Account List** page after adding any new bank accounts.