Modifying Your Direct Deposit

1. After logging into the MaineStreet portal, click the Student Self-Service link to select it.

2. Click the Student Center link to access the MaineStreet Campus Solutions system.

3. Under the Finance section click on the Direct Deposit Link.

4. On the My Direct Deposits/Direct Deposit Summary page, click the Modify Direct Deposit button.

5. On the My Direct Deposits/Bank Account Summary page, click the Add Another Bank Account button.

6. On the Manage My Bank Accounts/Add Bank Account Details page, fill out the required information for your bank account. Do NOT enter a debit card number. Click the Next button. Enter the complete bank routing number and account number.

7. On the Manage My Bank Accounts/Result page review your information then click the Proceed to Modify Direct Deposit button.

8. Review the My Direct Deposits/Bank Account Summary and click the Proceed to Modify Direct Deposit button.

9. On the Enroll in Direct Deposit/Modify in Direct Deposit page select the new account from the Bank Account Nickname dropdown menu then click the Next button.

10. Review your account information and the agreement on the Enroll in Direct Deposit/Agreement page and click the checkbox next to “Yes I agree to the terms and conditions of this agreement.” Then click the Submit button.

11. Click the Go To Direct Deposit Summary button and verify that the correct account has been selected.

12. If you decide to cancel direct deposit you will need to contact the Bursar’s Office by phone at (207) 581-1521.

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