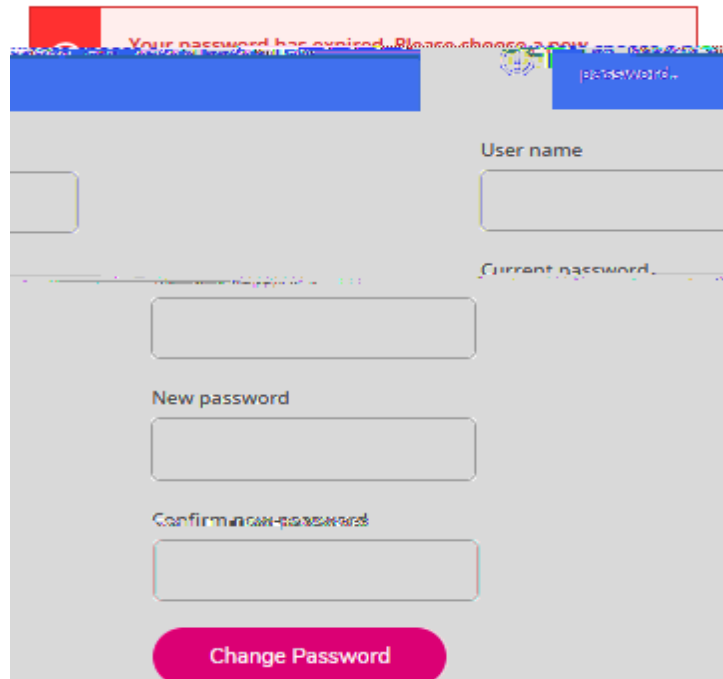




VENDOR SELF-SERVICE INSTRUCTIONS FOR ENTERING E-CHECK BANK INFORMATION FOR DEPOSITS

1. Sign-in using the username and password provided in the email received from the College. Once signed in, the system will automatically prompt the user to create a new password.



Your password has expired. Please change a new password.

[password] [hide]
 User name

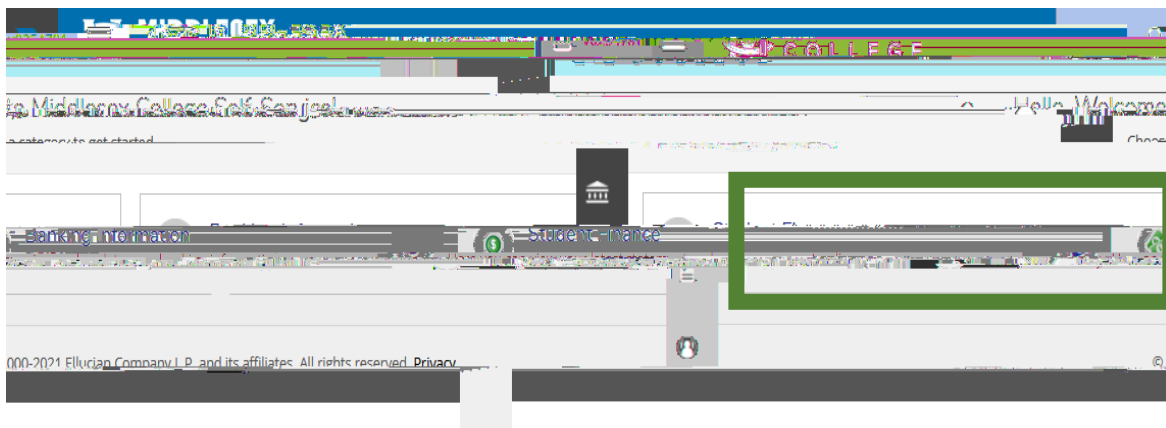
Current password

New password

Confirm new password

Change Password

2. Once the password is reset, the user will be brought to the main navigation screen. To input the information necessary for e-Check payments, select 'Banking Information':







6. A box will pop-

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