Direct Deposit

1. **Log In Information**
   - To access Charger STABLE [click here](#)
   - Your Briar Cliff username and password will log you in

2. **Landing Page**
   The landing page within Charger STABLE contains the areas that you have access to, dependent on your role at Briar Cliff.

3. **Banking Information**
   Select “Banking Information.” Here, you can add and update your banking information where you would like your payroll direct deposit and/or refunds, reimbursements to be deposited.
   - The Banking Information page will list any current accounts that are set up for you in the system.
• To change or add an account, click on “Add an Account.” As another level of security, you will have to confirm your current bank account number (if applicable) in order to access your information.

• To add a new account, first click activate. Note: Refunds are on the right.

• Enter an effective date, and then click next.

• Enter a routing number, account number, confirm the account number, select savings or checking, and agree to terms and conditions, and click submit.

Your bank account will then need to be verified for deposit by Briar Cliff University’s Financial Services team. You can update your bank account at any time but you can only have one account for refunds.