

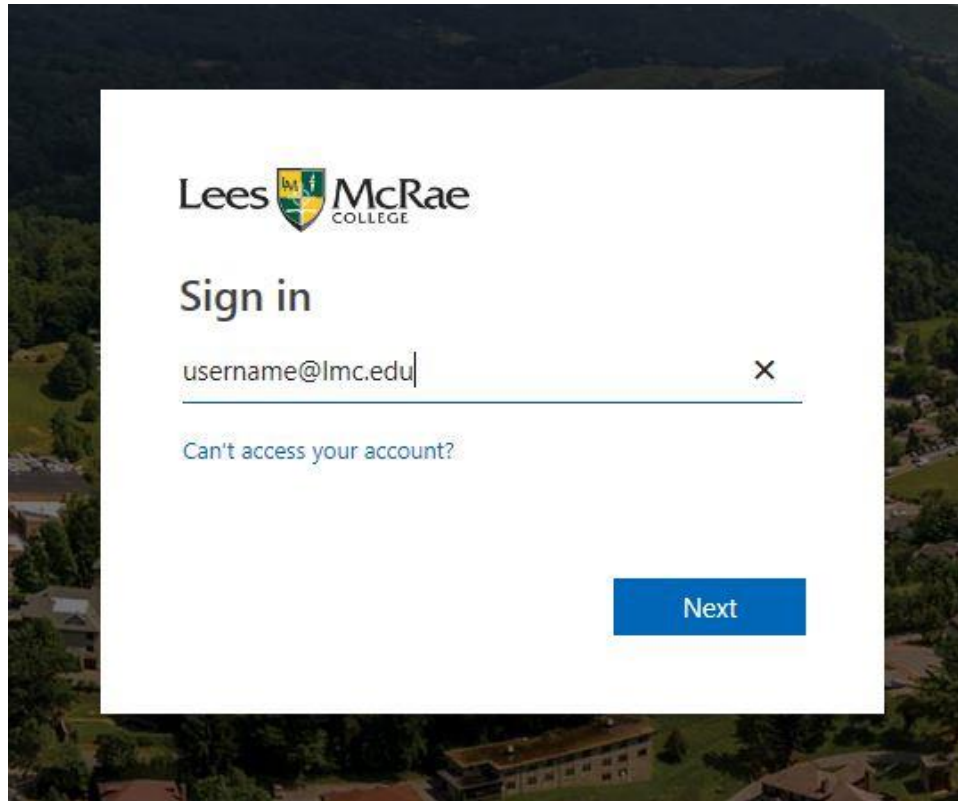
Adding Payroll and Reimbursement Banking Info in Montibus



Please note:

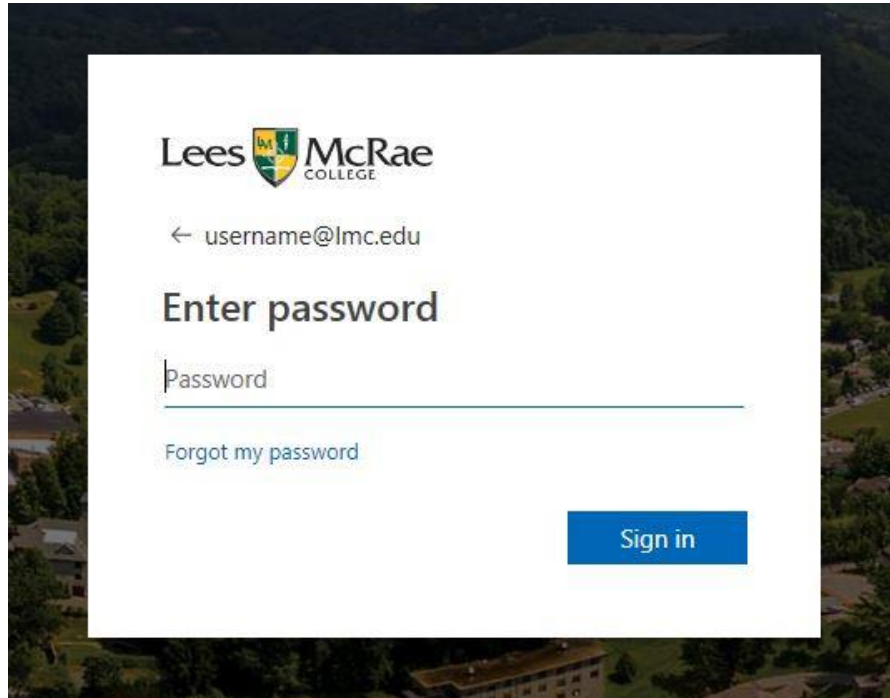
The screenshots in this document were made using live data. Any identifying markers have been blurred out to ensure privacy and comply with FERPA guidelines.

Log in to Montibus at <https://montibus.lmc.edu> using your full email address (including @lmc.edu).



Fill in your Lees-McRae email password and click **Sign in**.

If you've forgotten your password, click the **Forgot my password** link.



Stay signed in?

Do this to reduce the number of times you are asked to sign in.

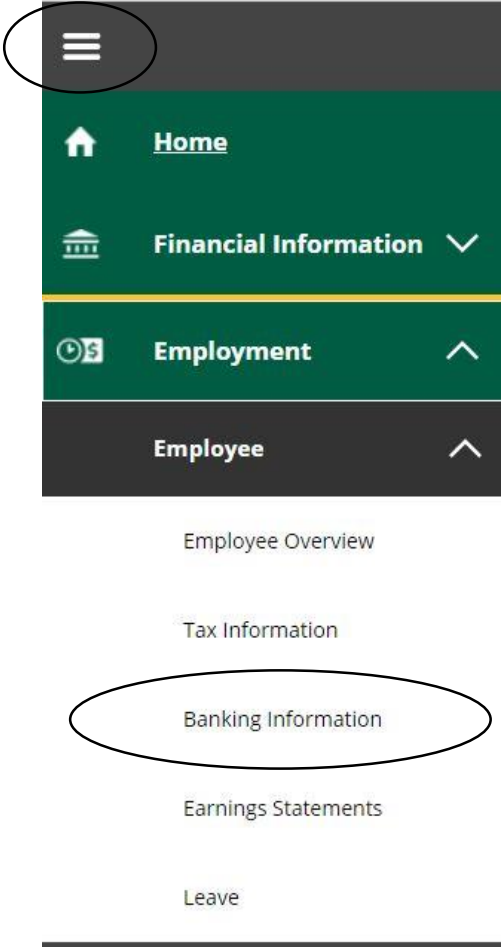
Don't show this again

No

Yes

If you are using a personal and private computer, you can select Yes to reduce the amount of logins. Otherwise for account security, please select No.

Once logged in to Montibus, click the **Menu** icon in the upper left. From there you can go to Banking Information from under the Employment Menu.



At the banking information page, click on **Add an Account**. Please note the information in the next slide if you already have at least one active account listed.

Banking Information

Active Accounts + Add an Account

Payroll Deposits	Amount	Deposit Priority	View All
i You have no active payroll accounts. Your entire paycheck will be paid by paper check.			

Refunds, Reimbursements & Payments [View All](#)

i You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.

To add a Payroll Deposit account, slide the button to **Activate** beside Payroll Deposit. Then click on **Next**.

If you have a Payroll Account already listed and want to add a reimbursement account only, please skip to page 9, starting where it says "To add a Reimbursement account, click on Add an Account."

The screenshot shows a web interface for adding a bank account. On the left, under 'New Deposit', there is a 'Bank Account Usage' section with a light green bar containing 'Payroll Deposit' and an active toggle switch labeled 'Activate'. Below this is an 'Effective Date' field with the value '2/18/2019'. Under 'Deposit Details', there is a section 'Select the amount of your paycheck to be deposited' with a radio button selected for 'Entire Balance'. Below that is a 'Deposit Priority' section with a light yellow bar containing 'New Account', 'Balance', and a lock icon. At the bottom, there are two buttons: 'Next' (highlighted with a blue circle) and 'Cancel'.

When adding the Payroll Deposit account, you can nickname it anything you want. Fill in your **Routing Number** and **Bank Account Number**.

Note that you have to enter the Bank Account Number twice. Select the account type and agree to the terms and conditions. Once done, click **Submit**.

The screenshot shows the 'Edit Bank Account Details' form with the following fields filled in:

- Nickname**: WhateverYouWant
- Account Nickname**: WhateverYouWant
- Country of Bank**: United States
- Routing Number ***: 021000021
- Bank Name**: JP Morgan/Chase
- Bank Account Number ***: (masked with dots)

At the bottom, there are 'Back' and 'Submit' buttons.

The screenshot shows the 'Edit Bank Account Details' form with the following fields filled in:

- Re-enter Bank Account Number ***: (masked with dots)
- View sample check image**: (button with info icon)
- Account Type**: Checking
- Terms and Conditions**: (expanded section)
- Please agree below**: (text)
- I agree to the terms and conditions**: (checked checkbox)


At the bottom, there are 'Back' and 'Submit' buttons.

You have now added a Payroll Deposit account. Note that it is not verified. This has to be completed by the Business Affairs Office.


To add a Reimbursement account, click on **Add an Account**.

Banking Information

Active Accounts + Add an Account

Payroll Deposits	Verification	Amount	Deposit Priority	View All
NicknameWhateverYouWant	 Not Verified	Balance	Last	>

Refunds, Reimbursements & Payments Verification [View All](#)

 You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.

Once you have a bank account added (either for Payroll or Reimbursements) you will be asked to provide the account number of the nickname listed for security purposes. Once entered, click **Confirm**.

Confirm your bank account number

NicknameWhateverYouWant Account Ending: ...6789

Bank Account Number

You must confirm a pre-existing account number to continue.

Cancel Confirm

Slide the button to **Activate** a Refund, Reimbursement & Payment Deposit. Then click **Next**.

Banking Information
[< Back](#)

New Deposit

Bank Account Usage

Payroll Deposit Activate

Add a Bank Account

Refund, Reimbursement & Payment Deposit Activate

Effective Date

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When adding the Reimbursement Deposit account, you can nickname it anything you want. Fill in your **Routing Number** and **Bank Account Number**.

Note that you have to enter the Bank Account Number twice. Select the account type and agree to the terms and conditions. Once done, click **Submit**.

This screenshot shows the first part of the 'Edit Bank Account Details' form. The title 'Edit Bank Account Details' is at the top. Below it is a 'view sample check image' link with an information icon. The 'Account Nickname' field contains 'NicknameWhateverYouWant'. The 'Country of Bank' dropdown is set to 'United States'. The 'Routing Number *' field contains '021000021' and has a 'JP Morgan/Chase' label below it. The 'Bank Account Number *' field is empty and masked with dots. A 'view sample check image' link is at the bottom left. The bottom navigation bar has 'Back' and 'Submit' buttons.

This screenshot shows the second part of the 'Edit Bank Account Details' form. The title 'Edit Bank Account Details' is at the top. Below it is a 'view sample check image' link with an information icon. The 'Re-enter Bank Account Number *' field is empty and masked with dots. A 'View sample check image' link is below it. The 'Account Type' dropdown is set to 'Checking'. The 'Terms and Conditions' section is expanded, showing 'Please agree below' and a checked checkbox for 'I agree to the terms and conditions'. The bottom navigation bar has 'Back' and 'Submit' buttons.

You have now added a Reimbursement Deposit account. Note that it is not verified. This has to be completed by the Business Affairs Office.

Banking Information

Active Accounts + Add an Account

Payroll Deposits	Verification	Amount	Deposit Priority	View All
NicknameWhateverYouWant	⚠ Not Verified	Balance	Last	>

Refunds, Reimbursements & Payments	Verification			View All
NicknameWhateverYouWant	⚠ Not Verified			>

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