

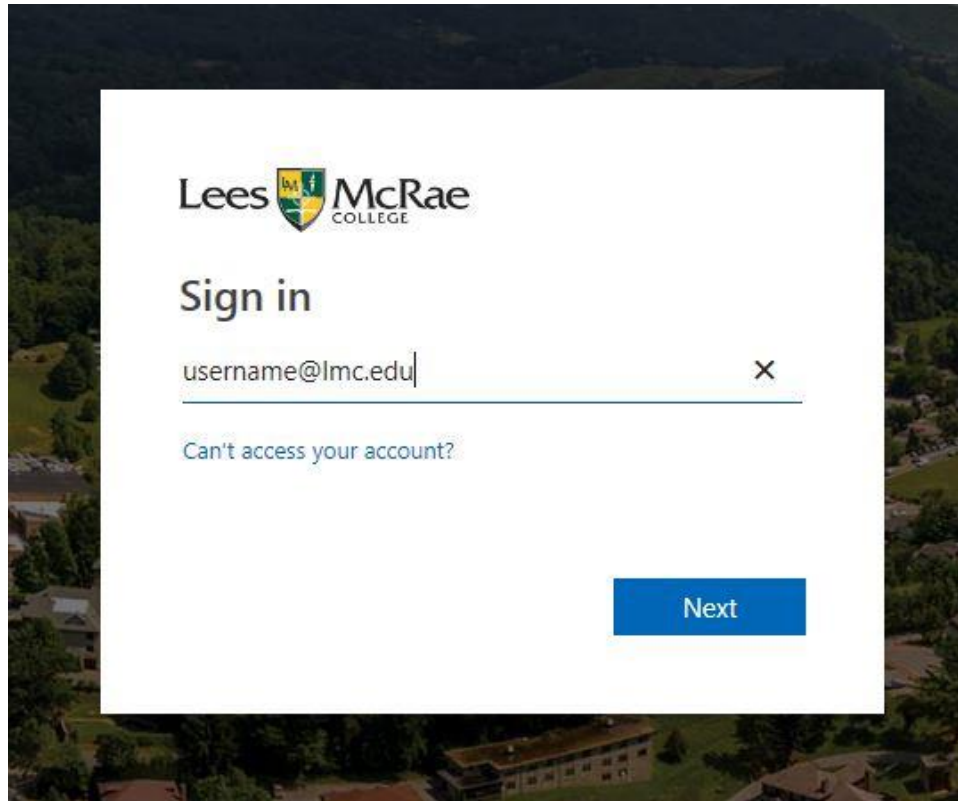
# Adding Payroll and Reimbursement Banking Info in Montibus



**Please note:**

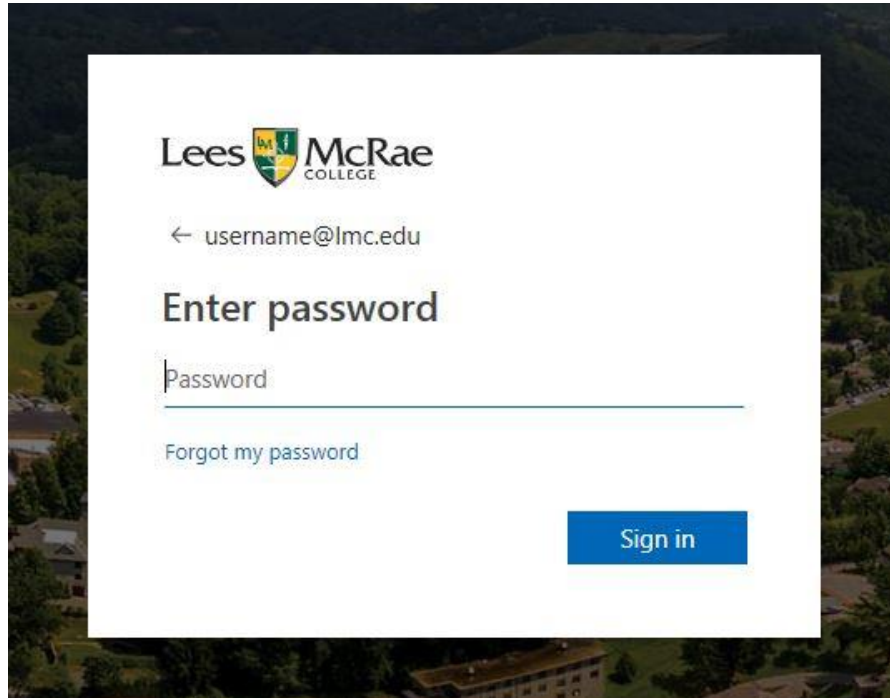
The screenshots in this document were made using live data. Any identifying markers have been blurred out to ensure privacy and comply with FERPA guidelines.

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.



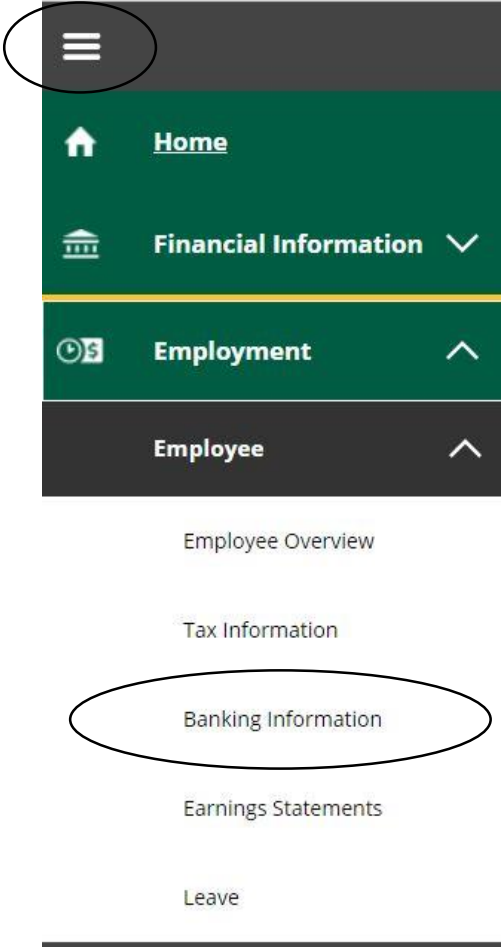
The screenshot shows the login interface for Lees-McRae College. At the top left is the college's logo, which includes a shield with a cross and the text "Lees McRae COLLEGE". Below the logo is a text input field containing "← username@lmc.edu". Underneath that is the heading "Enter password" followed by a password input field with the placeholder text "Password". A link labeled "Forgot my password" is positioned below the password field. At the bottom right of the form is a blue button labeled "Sign in". The entire form is set against a background image of a campus with green trees and buildings.



The screenshot shows a dialog box titled "Stay signed in?". The text inside reads: "Do this to reduce the number of times you are asked to sign in." Below this text is a checkbox labeled "Don't show this again". At the bottom of the dialog are two buttons: a grey button labeled "No" and a blue button labeled "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	<a href="#">View All</a>
<p> You have no active payroll accounts. Your entire paycheck will be paid by paper check.</p>			
Refunds, Reimbursements & Payments	<a href="#">View All</a>		
<p> You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.</p>			

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

New Deposit

Add a Bank Account

Bank Account Usage

Payroll Deposit  Activate

Refund, Reimbursement & Payment Deposit  Activate

Effective Date

Deposit Details

Select the amount of your paycheck to be deposited

Entire Balance

Deposit Priority

New Account	Balance	
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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 out:

- NicknameWhateverYouWant** (Account Nickname)
- Country of Bank**: United States
- Routing Number \***: 021000021 (JP Morgan/Chase)
- Bank Account Number \***: (empty)

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

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

- Re-enter Bank Account Number \***: (empty)
- View sample check image** (link)
- Account Type**: Checking
- Terms and Conditions** (expanded section):
  - Please agree below
  - I agree to the terms and conditions

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** again.

Banking Information

Active Accounts + Add an Account

Payroll Deposits	Verification	Amount	Deposit Priority	<a href="#">View All</a>
NicknameWhateverYouWant	⚠ Not Verified	Balance	Last	>

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

**i** 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 **.0**.

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	<a href="#">View All</a>
NicknameWhateverYouWant	⚠ Not Verified	Balance	Last	>

Refunds, Reimbursements & Payments	Verification			<a href="#">View All</a>
NicknameWhateverYouWant	⚠ Not Verified			>