



HERRING BANK DIRECT DEPOSIT ENROLLMENT INSTRUCTIONS

Initial Enrollment Access available through Bearnet

Enter ID and Password to be directed to Herring Bank's Enrollment site

Herring Bank Direct Deposit Enrollment Step by Step Instructions

Initially you will be asked to create a **Username** and **Password** **specifically** for Herring Bank.

1. Make Refund selection choice: Designate your choice of receiving your refund.
 - I choose to use my existing bank account.
Bank account routing number (required)
Bank account number (required)
2. - Do Not Have an Account: Open an account with Herring Bank (No Cost)
(checking this box will enable you to open an account with Herring Bank specifically for processing your Direct Deposits.)
3. Select How you want to be identified (preferably by your Social Security Number)
4. Once Identification (Social Security) selection is made
Enter Social Security Number
5. Select photo Id Type used for personal Identification.
6. Enter Photo Identification information
Photo ID Number
Photo ID Expiration Date
7. Enter the following information for your Mother.
Mother's Date of Birth
Mother's Maiden Name
(once the above information is entered a system generated PIN number will be created for you)
8. Provide Physical/Mailing address
9. An "E-sign Agreement" will appear. Upon thorough review of the agreement.
Select: "I Accept & Finish"
10. Once the agreement is accepted and submitted a "Thank You" message will be sent from Herring Bank acknowledging successful submission of the refund choice

What happens once the data is submitted?

Students who open an account with Herring Bank will receive Herring Bank debit card within 10 business days of submission of opening an account.

Please Note:

The Debit card will be mailed to the address that you provide therefore it is extremely important that you provide the correct mailing address.

Herring Bank Username and Password:

You will not be able to use your Shaw username and password to gain access to the Herring Bank Direct Deposit site.

Please retain your **Herring Bank Username and Password** for future use to access your Herring bank account information.