TCAT Students-
Direct Deposit Instructions

October 15, 2020

The following instructions explain how a TCAT student can add bank account information in order to receive direct deposits from Account Payable.
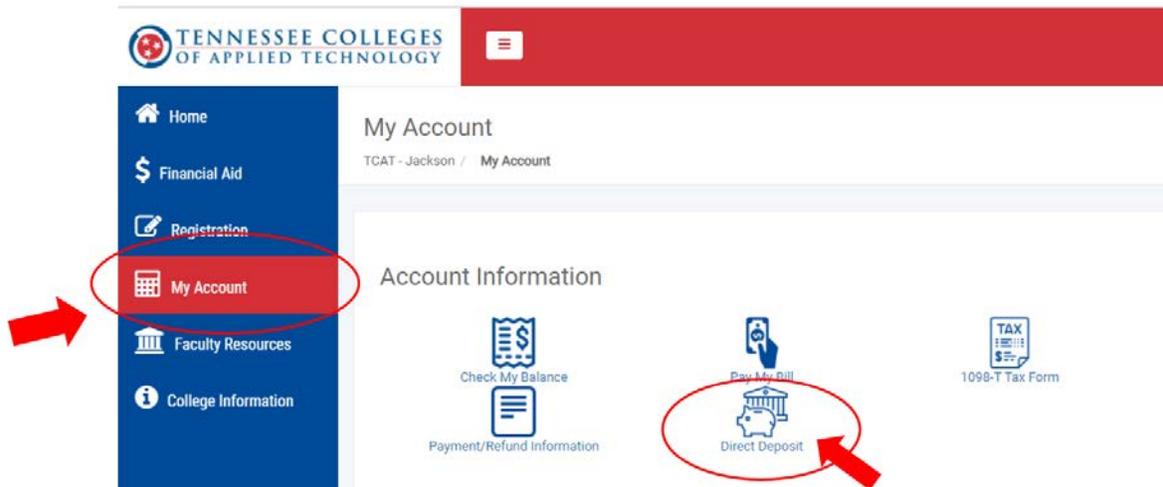
Step 1: Log in to the MyTCAT portal

- Navigate to the MyTCAT portal at https://portal.tbr.edu
- Enter your S-number@tbr.edu and your password.

Step 2: Click the "Direct Deposit" icon under "My Account"

- Click "My Account" from the menu on the left-hand side.
- Then click the "Direct Deposit" icon found under "Account Information".

Step 3: Add your desired bank account information:

- Add your Bank Account Routing Number
- Add your Bank Account Number
- Select the appropriate "Account Type"
  - "Checking" or "Savings"
- Place a check mark in the "Accounts Payable Deposit" checkbox.
- Then click the "SAVE" button.

Personal Information **Student** **Financial Aid**

Search [   ] [Go]

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Update Direct Deposit Allocation

Your current Institution is

Select a bank name to change an existing record, or select different priorities and the reorder button to change the order of existing records. Enter the bank routing number and account information to add a direct deposit, then choose Save.

Payroll Allocation:
Bank Name Routing Number Account Number Account Type Priority Amount or Percent Status

An Accounts Payable bank can be shared with a Payroll direct deposit, however, only one Accounts Payable deposit can exist in Prenote or Active Status.

Accounts Payable Deposit:
Bank Name   Routing Number Account Number Account Type Status Address Type Address Sequence Note

* - indicates a required field.

Add Allocation:
Bank Routing Number: * [   ]
Account Number: * [   ]
Account Type: [Saving ▾]
Amount or Percent: [   ] [Percent ▾]
Payroll Deposit: ☐
Accounts Payable Deposit: ☑

[Save]