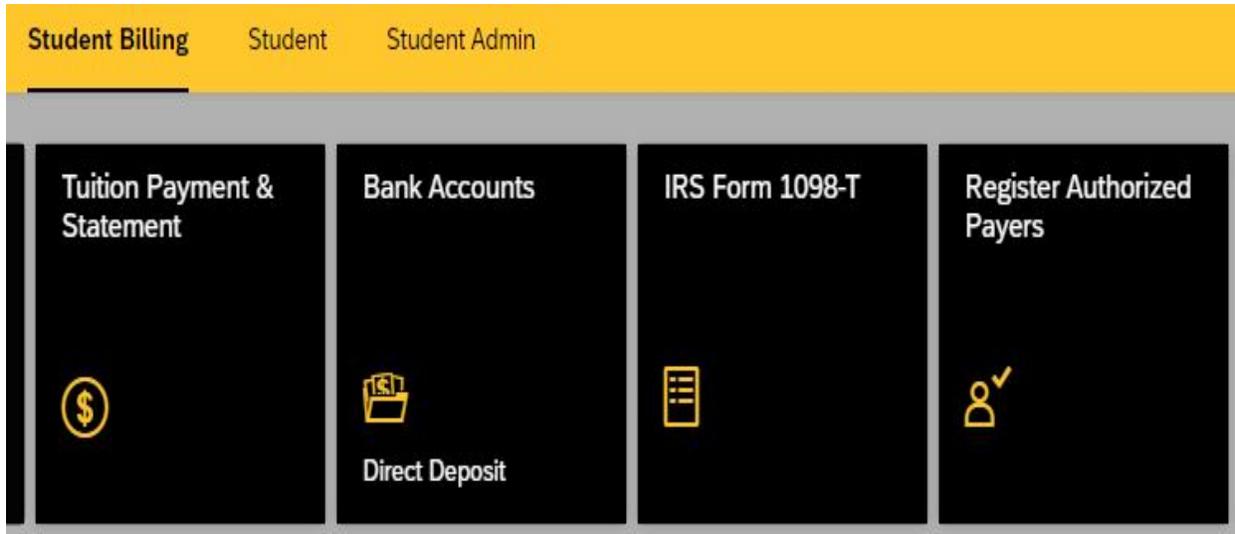


Deleting Bank Accounts Saved in Biller Direct

When an account is entered to make a payment by e-check or receive refunds via direct deposit, it is saved on the student record. The student now has the option to delete those accounts through **Student Billing** in the MyNKU Portal.

Begin by logging in to MyNKU at <https://myнку.edu/irj/portal>. Once logged in, click the **Student Billing** and selecting **Bank Accounts**:



A window with all of the accounts previously saved on the student record will then pop up:

Manage Bank Accounts and Direct Deposit Refunds

Delete	Refunds 	Name on Account	Bank	Account
	<input type="checkbox"/>	Victor Viking	US BANK NA	X6789
	<input type="checkbox"/>	Victor Viking	U.S. BANK NATIONAL ASSOCIATION	X3456
	<input type="checkbox"/>	Victor Viking	US BANK NA	X3987
	<input type="checkbox"/>	Victor Viking	FIFTH THIRD BANK	X9654

[+ Add Account](#)

To delete an account, click the red trash can icon next to the account under the “Delete” column.

Manage Bank Accounts and Direct Deposit Refunds

Delete	Refunds 	Name on Account	Bank	Account
 	<input type="checkbox"/>	Victor Viking	U.S. BANK NATIONAL ASSOCIATION	X3456
	<input type="checkbox"/>	Victor Viking	US BANK NA	X3987
	<input type="checkbox"/>	Victor Viking	FIFTH THIRD BANK	X9654

[+ Add Account](#)

A window will appear asking if you are sure you wish to delete the account:

Confirm Deletion

Are you sure you want to delete this bank account?

[Yes](#) [No](#)

To delete the account, select “Yes”:

Note that if the account that is being deleted has been activated for direct deposit refunding, a notification informing you that direct deposit will be deactivated when the account is deleted will also appear. To reactivate direct deposit refunding, enter a new account at any time.

- An account that has just been used to submit payment by e-check cannot be deleted for a 48 hour period to allow processing of the submitted payment. Attempts to delete said accounts will result in a warning window explaining the 48 hour hold. Once the 48 hours has passed the account can be deleted from the record.

Once you have selected “Yes”, the window will refresh. The account has now been deleted from your student record.