- Log in to Cyber Bear [CyberBear (umt.edu)](https://cyberbear.umt.edu)

  - If you have not logged into CyberBear before please follow the link;

    [CyberBear Login Instruction (umt.edu)](https://umt.edu)
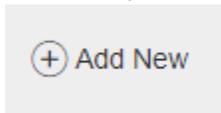
- Once logged in go to the 'Employee' section.

Employee
Employee

- Next, locate the 'Direct Deposit Information' link in the yellow bar.

Direct Deposit Information

- Under Proposed Pay Distribution, click on the + symbol to add a new account.

(+) Add New

- Enter your banking information as requested, indicated the amount to be deposited into account, check the box authorizing the institution to initiate direct credits or debits on your behalf and then click, 'SAVE NEW DEPOSIT'. Repeat, if adding more than one account.

Add Payroll Allocation   ✕

Bank Routing Number   (i)   Account Number   (i)   Verify Account Number

[Bank Routing Number]   [Account Number]   [Verify Account Number]

Bank Name   Account Type   Priority

[   ]   [Select a Type   ▾]   [2   ▾]

Amount

🔘 Use Remaining Amount
⭕ Use Specific Amount
⭕ Use Percentage

☐ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

CANCEL | SAVE NEW DEPOSIT

- Please note that when setting up a new direct deposit authorization and you have no other active account authorizations currently in place, your first pay will be a physical check that will be mailed to you to the address listed on file with payroll. Any subsequent payments will be direct deposited into your account following successful verification of the account.