

August 1, 2021

In an effort to streamline the payment process for vendor invoices, Middlesex College is implementing ACH payments (e-Checks). E-Check payments enhance accounting operations and allow vendors the opportunity to receive payment in a more efficient manner as it eliminates the lead time for mailing paper checks.

Vendors will receive an email from with the username and password for the College's Self-Service system from purchasing@middlesexcc.edu. Upon first login, vendors will be required to change this password.

The Self-Service website address is <https://selfserv.middlesexcc.edu/Student> (all profiles operate on the student system). Below are the instructions to set up the Self-Service profile, register bank account information where e-Check payments will be deposited, and information on how to change bank account details (if needed).

Vendors will receive remittance information via email for all e-check payments. This will be sent to the AR or remittance email address the College has on file. If you need to verify this information, or if you have any questions regarding the Self-Service system, or e-check payment procedures, email ACH_Help@middlesexcc.edu.

If bank account information isn't in the system, the vendor will continue to receive paper checks. The College will reach out periodically to request the bank account information unless it has on file the vendor's request to 'opt-out' of electronic payments.

Thank you for continuing to work with us to make the process more efficient for all.

Madeline R. Caterinicchio, QPA
Director of Purchasing and Inventory
Middlesex College

Cc: Caryl Cerqua
Controller

Gregory Chery
Manager, Accounts Payable

VENDOR SELF-SERVICE INSTRUCTIONS FOR ENTERING E-CHECK BANK INFORMATION FOR DEPOSITS

1. Sign-in using the username and password provided in the email received from the College. Once signed in, the system will automatically prompt the user to create a new password.

 Your password has expired. Please choose a new password.

User name

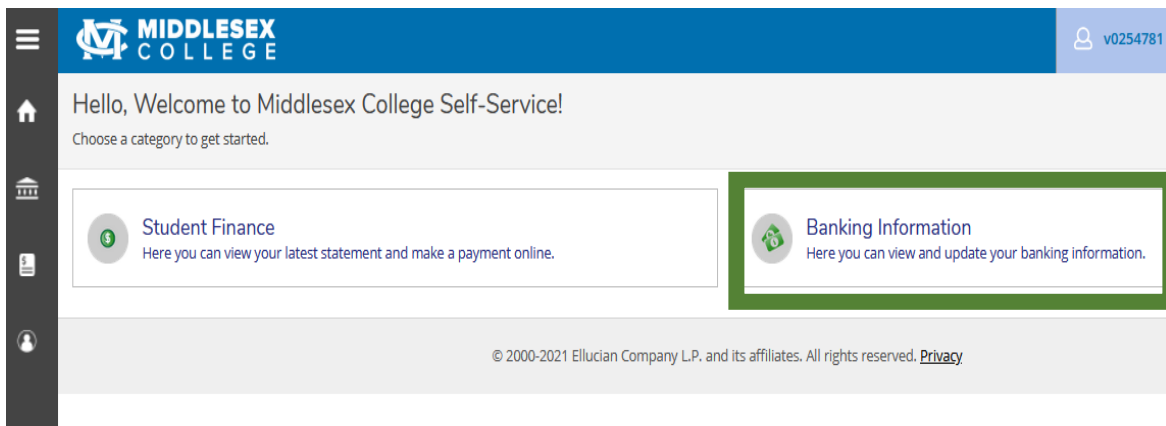
Current password

New password

Confirm new password

[Change Password](#)

2. Once the password is reset, the user will be brought to the main navigation screen. To input the information necessary for e-Check payments, select 'Banking Information':



MIDDLESEX COLLEGE v0254781

Hello, Welcome to Middlesex College Self-Service!
Choose a category to get started.

 **Student Finance**
Here you can view your latest statement and make a payment online.

 **Banking Information**
Here you can view and update your banking information.

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3. If the Vendor only has one bank account to enter, leave the 'Select an Address' field on 'Default Account'. If there are different bank accounts based on remittance address, select the address for which the bank account is being entered.

 For help, please email ACH_Help@middlesexcc.edu.

Banking Information

Select an Address: Default Account

Active Accounts + Add an Account

Refunds, Reimbursements & Payments View All

 You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.

4. Next, select '+ Add an Account' to open the New Deposit Account screen.

 For help, please email ACH_Help@middlesexcc.edu.

Banking Information

Select an Address: Default Account

Active Accounts + Add an Account

Refunds, Reimbursements & Payments View All

 You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.

5. Toggle the 'Refund, Reimbursement & Payment Deposit' to Activate. The effective date will automatically populate. Click 'Next' to begin entering bank account information.



New Deposit
 Bank Account Usage
 Refund, Reimbursement & Payment Deposit Activate

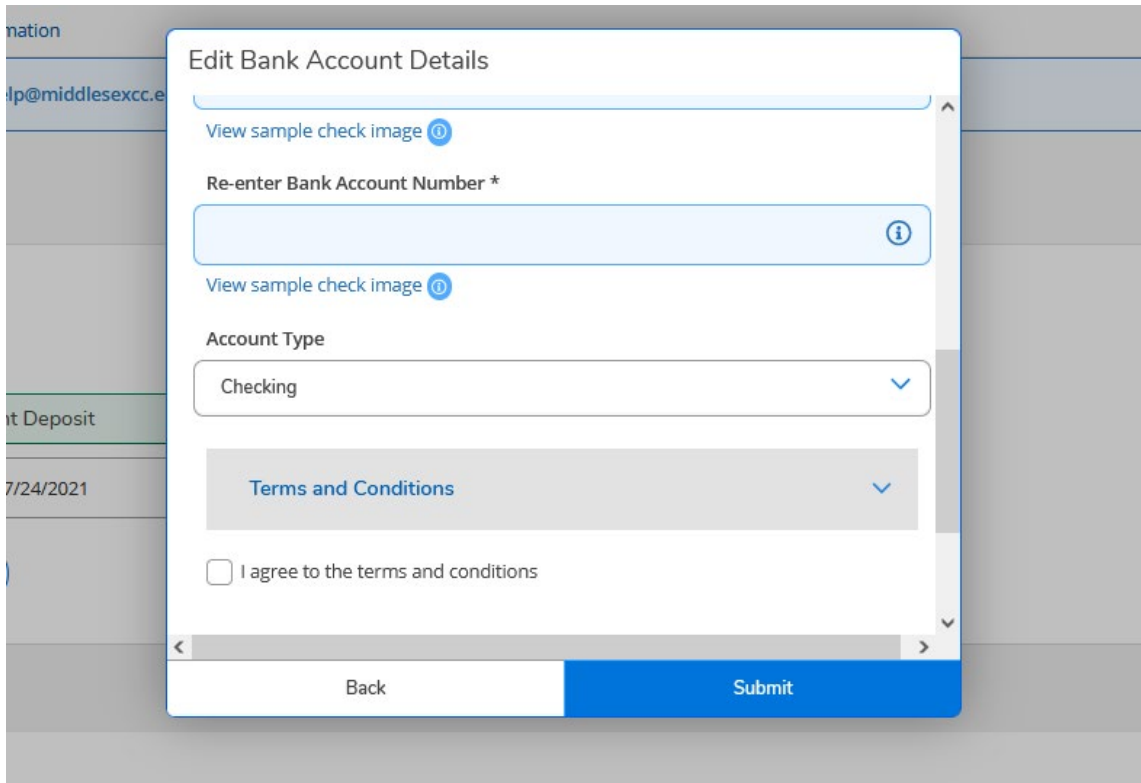
Next Cancel

Refund, Reimbursement & Payment Deposit Activate

Effective Date 7/24/2021

Next Cancel

6. A box will pop-out for entering of the bank account details (Account Nickname, Country of Bank, Routing Number, Bank Account Number, Re-enter Bank Account Number, and Account Type). Once this information is entered and the Terms and Conditions have been read, click 'Submit'.



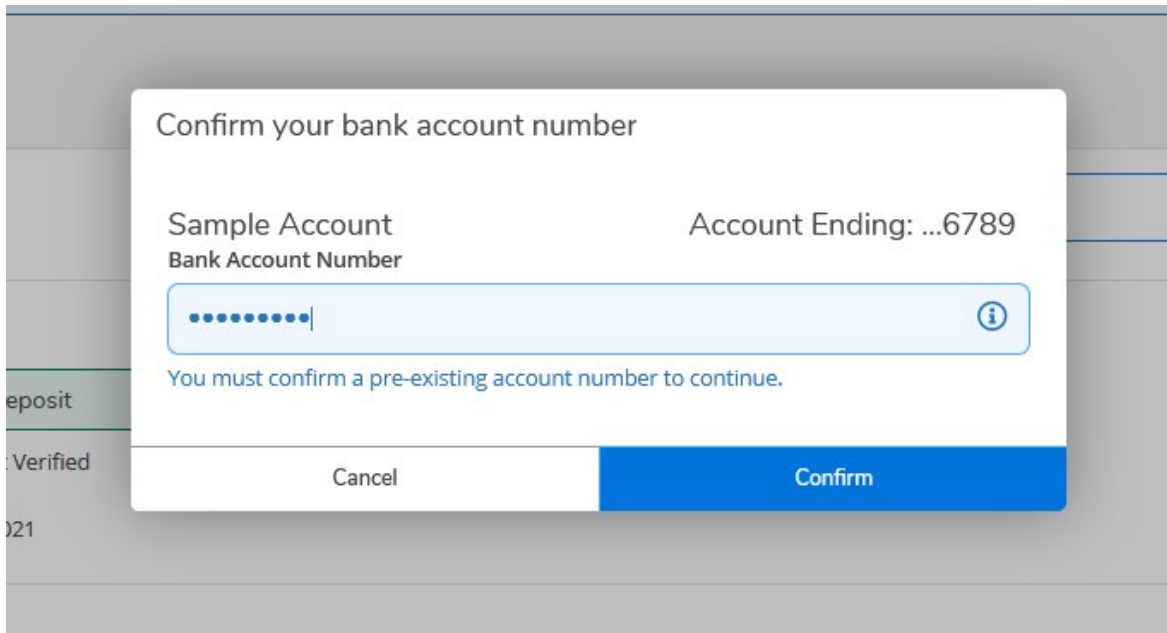
7. Once entered, the new account will show as 'Not Verified' in the 'Active Accounts' list under the selected address. Allow 24-48 hours for verification.

Select an Address: Default Account

Active Accounts

Refunds, Reimbursements & Payments	Verification
Sample Account	 Not Verified

8. If account information needs to be edited at any point in the future, the user will need to confirm the full account number of the pre-existing account to make changes. Existing account number will also need to be confirmed to add additional bank accounts.



The screenshot shows a web application interface with a modal dialog box titled "Confirm your bank account number". Inside the dialog, there are two labels: "Sample Account" and "Bank Account Number". To the right of these labels, it says "Account Ending: ...6789". Below the labels is a text input field containing several dots, indicating a masked account number. To the right of the input field is an information icon (i). Below the input field, a message states: "You must confirm a pre-existing account number to continue." At the bottom of the dialog, there are two buttons: "Cancel" and "Confirm".