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.

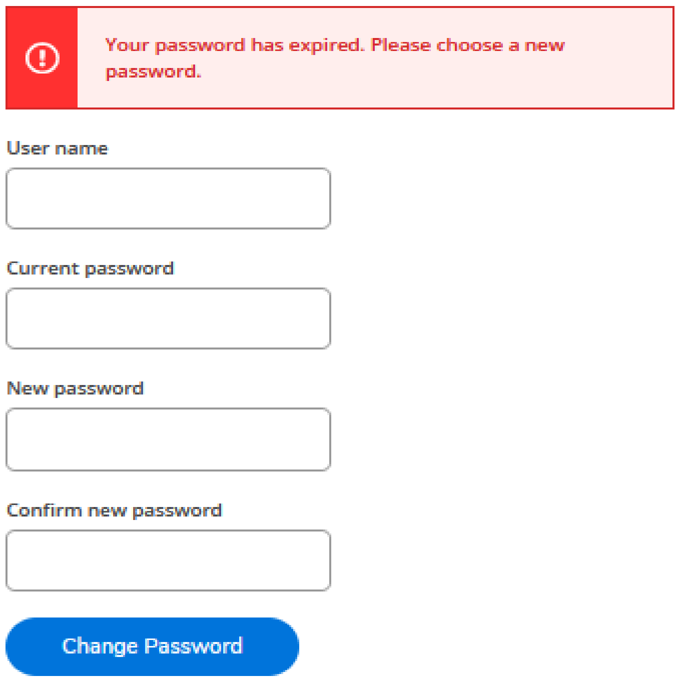
Madeline R. Caterinicchio, QPA
Director of Purchasing and Inventory
Middlesex College

Cc: Caryl Cerqua
Controller

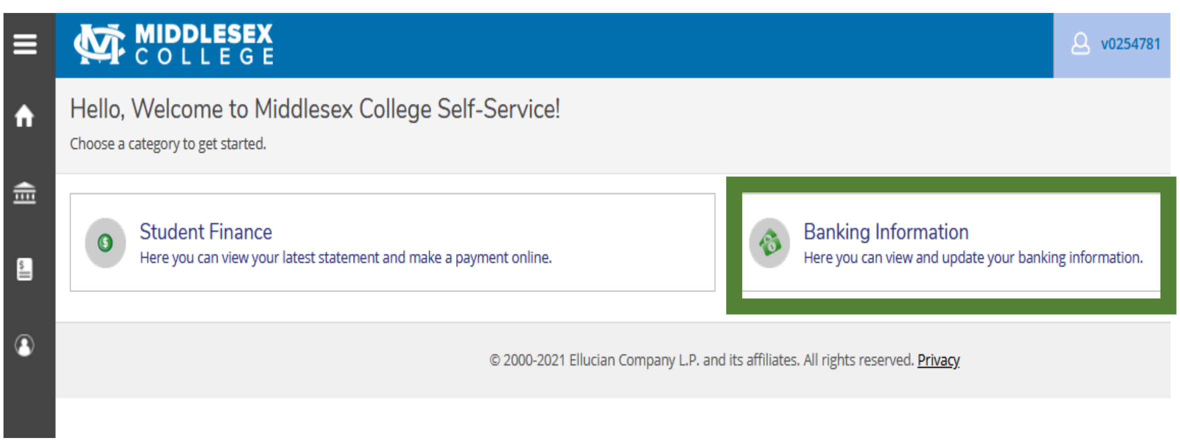
Gregory Chery
Manager, Accounts Payable

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

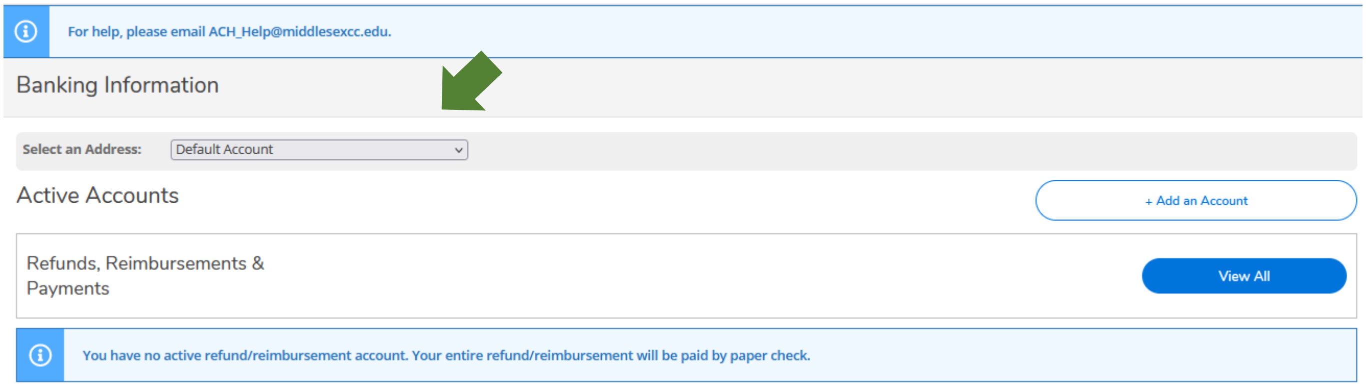
1. **Sign-in using the username and password provided in the email received from the College. Once signed in, the system will automatically prompt the user to create a new password.**



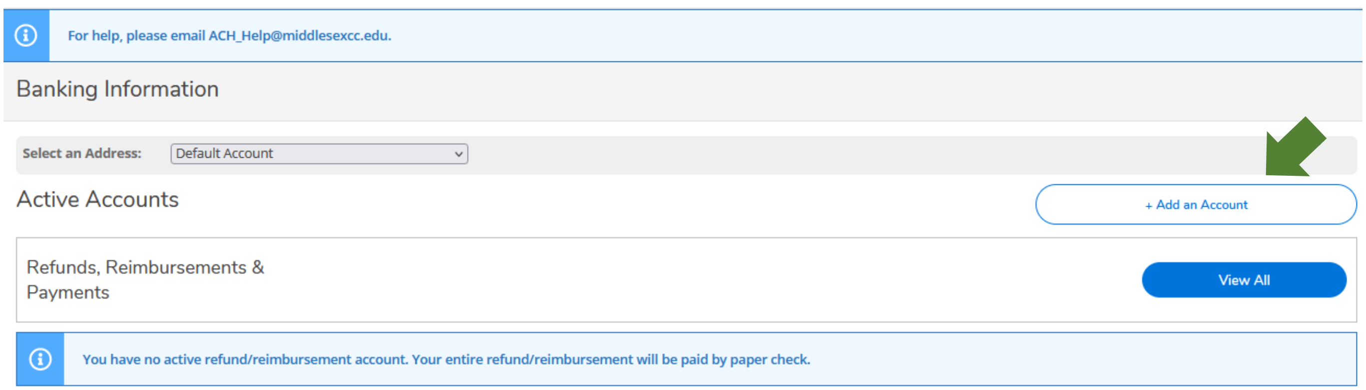
2. **Once the password is reset, the user will be brought to the main navigation screen. To input the information necessary for e-Check payments, select 'Banking Information':**



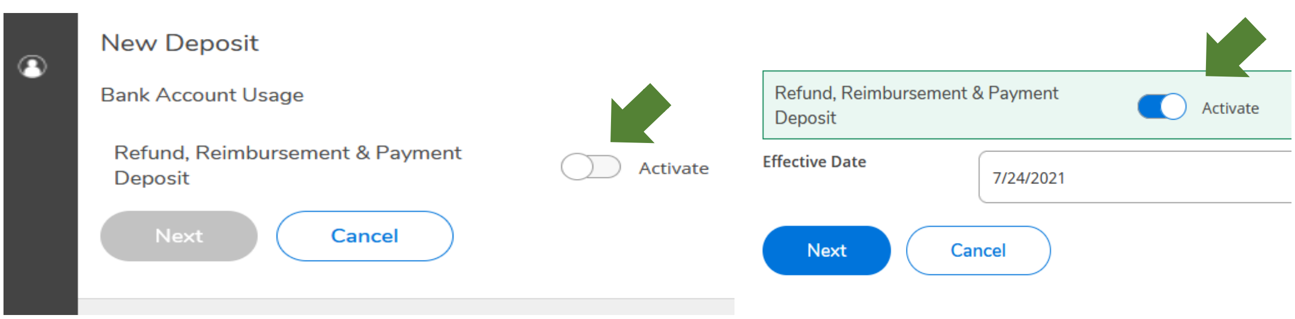
3. **If the Vendor only has one bank account to enter, leave the 'Select an Address' field on 'Default Account'. If there are different bank accounts based on remittance address, select the address for which the bank account is being entered.**



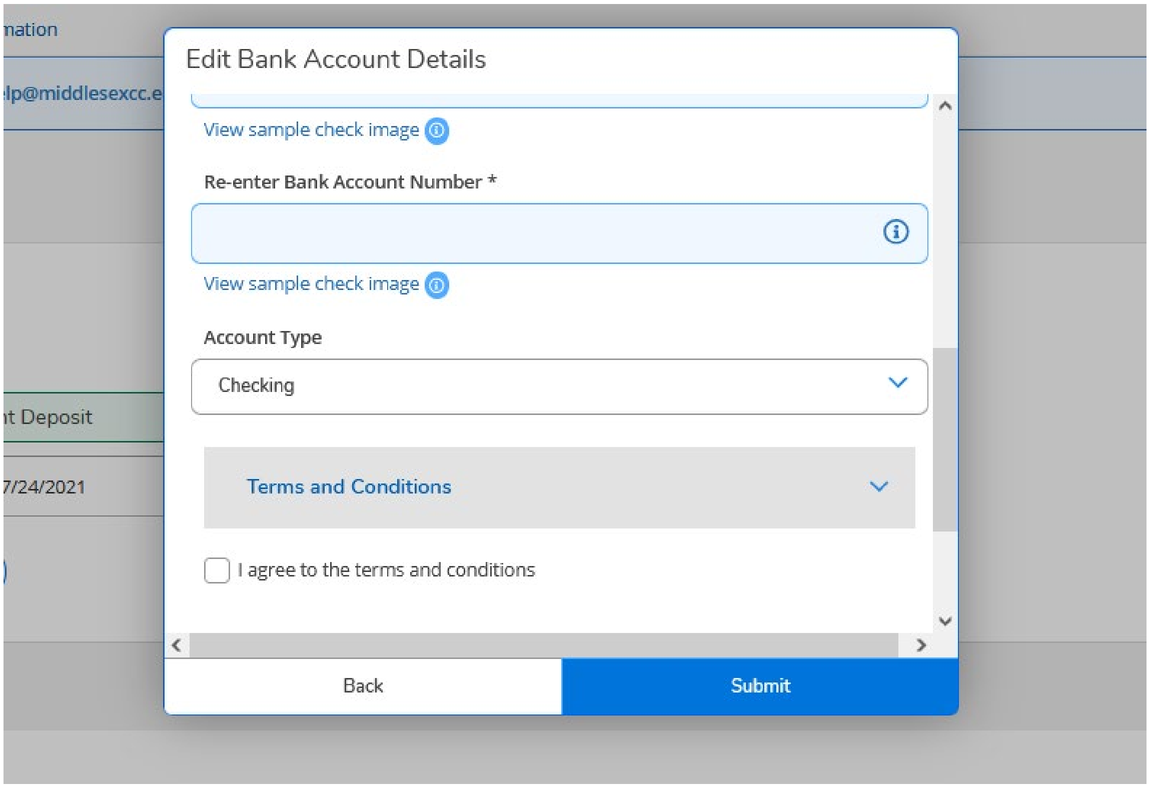
4. **Next, select '+ Add an Account' to open the New Deposit Account screen.**



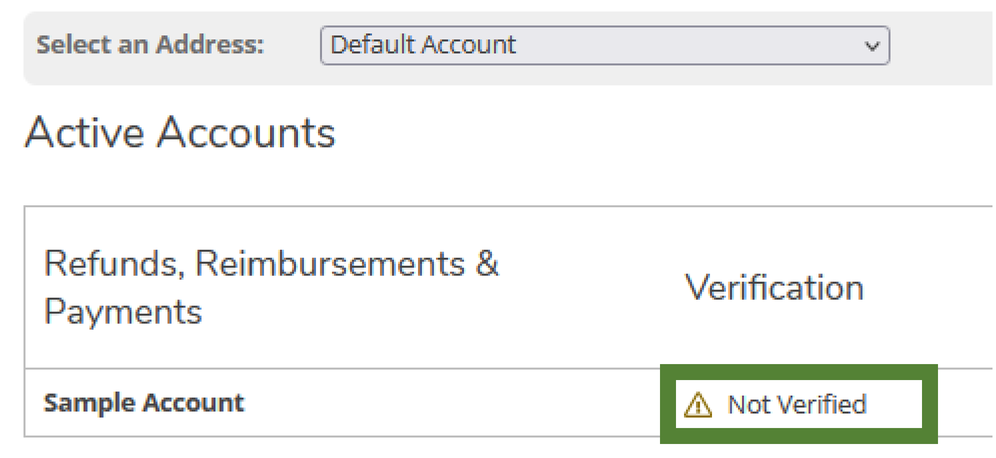
5. **Toggle the 'Refund, Reimbursement & Payment Deposit' to Activate. The effective date will automatically populate. Click 'Next' to begin entering bank account information.**



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.



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.**