

# Setup Bank Account

Bursari  <sup>TM</sup>

# 5 Easy Steps to Setup Bank Account

1

Administrator Logs into School Account  
(Administrator ONLY feature)

2

Commence Setup to Collect Payments

3

Enter Bank Account Information

4

Confirm Bank Information

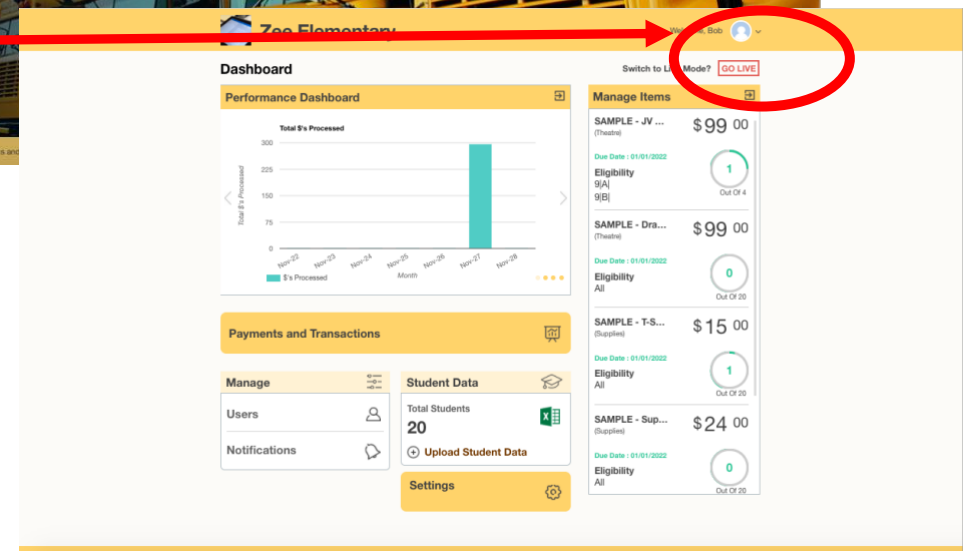
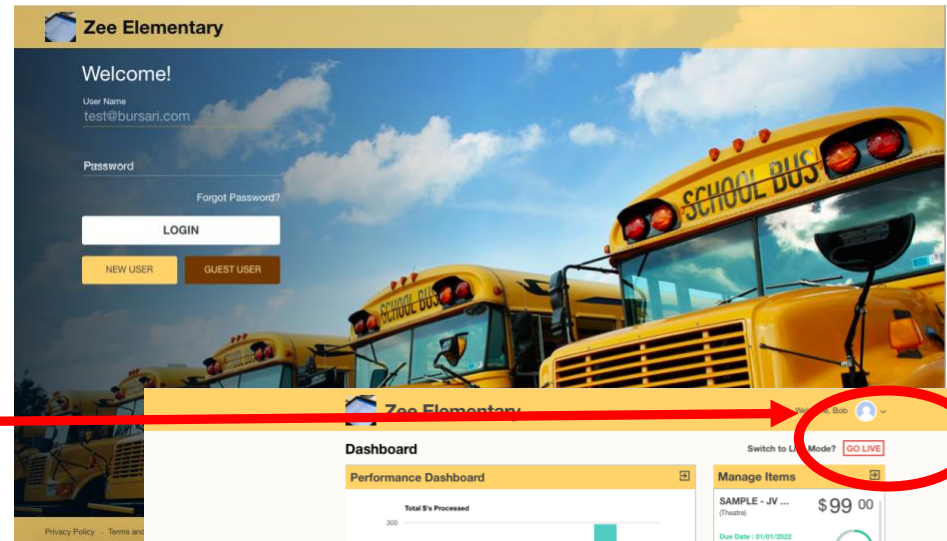
5

Receive Deposits from Transaction

# 1

## Administrator Logs into School Account

- Login to School Dashboard  
<https://ebursar.net/school/<school-shortname>>
- Click or  to begin



## 2

# Commence Setup to Collect Payments

- **Collect Necessary Bank Information in Advance**
- Click **GO LIVE** to continue

## Information needed to Commence

- **Bank Account & Routing Number** where you want money to be deposited

YOUR NAME  
1234 Main Street  
Anywhere, OH 00000

DATE 123

PAY TO THE ORDER OF \$

DOLLARS

⑆044072324⑆ ⑆000123456789⑆ ⑆423⑆

**ROUTING NUMBER**    **ACCOUNT NUMBER**    **CHECK NUMBER**

- **FEIN (Federal Employer Identification Number) for School** (payroll processor will likely have this).
  - If you have problems locating, call **Bursari Customer Care @ 855-963-3220**.
- **List of Items or Events you want to post to collect money**

**Zee Elementary**  
Dashboard

Switch to Live Mode? **GO LIVE**

**Benefits of Live Mode**

- Connect with actual payers
- Notify payers with text and emails when items are up for sale
- Link a bank account to receive payments

Let Bursari empower you!

**GO LIVE**

\*When you switch from Trial to Live Mode, only school info, school users and student data will be retained in Bursari. All your existing items, payer data and transactions will be deleted.

Performance Dashboard: Total \$ Processed

Manage Items: SAMPLE - JV ... \$99.00

Payments: \$99.00, \$15.00, \$24.00

Users: Upload Student Data

Settings

## 3

# Enter Bank Account Information

## Fill in required fields

- Transaction Description for User's Bank Statement
- FEIN (Federal Employee Identification Number)
- Bank Account and Routing Numbers

**Zee Elementary** Welcome, Bob

### Set Up Your Bank Account

**School Information** (as reflected in bank account)

Please enter your school's name and address as they appear on your bank account, if different from the information below.

School Name  
Zee Elementary

Address Line 1  
123 5th Ave

Address Line 2

City  
Indialantic

State  
FL

Zip Code  
32903

**Account Details**

Statement Descriptor  
Zee Elementary

FEIN  
12-3456789

Bank Account Name  
Checking

Bank Routing Number  
000123456789

**Authorized Representative**

Enter the information of the authorized representative for this bank account.

Last Name  
Admin

First Name  
Bob

Date of Birth  
01/01/1990

Last 4 of SSN  
1111

Statement Description for Payer

FEIN (Federal Employer Identification Number)

Bank Account & Routing Number

Next

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## 4

# Confirm Bank Information

- Review and correct (as needed) by clicking on pencil to edit data.
- When corrections are completed, click **SUBMIT**

**Zee Elementary** Welcome, Bob

### Set Up Your Bank Account

Checking

School Information (as reflected in bank account)

School Name	School Address	
Zee Elementary	123 5th Ave, Indialantic, FL, 32903	

Account Details

Statement Descriptor	FEIN	Account Name	Account Number	Routing Number	
Zee Elementary	12-3456789	Checking	000123456789	110000000	

Authorized Representative

Last Name	First Name	Date Of Birth	Last 4 of SSN	
Adam	Bob	01/01/1990	1111	

**BACK** **SUBMIT**

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## 5

# Receive Deposits from Transactions

- If not already entered, Student data should be added now.
- Once student data has been entered, Items can be added and posted in order to process transactions.

