

Setup Bank Account

Bursari[®] 

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

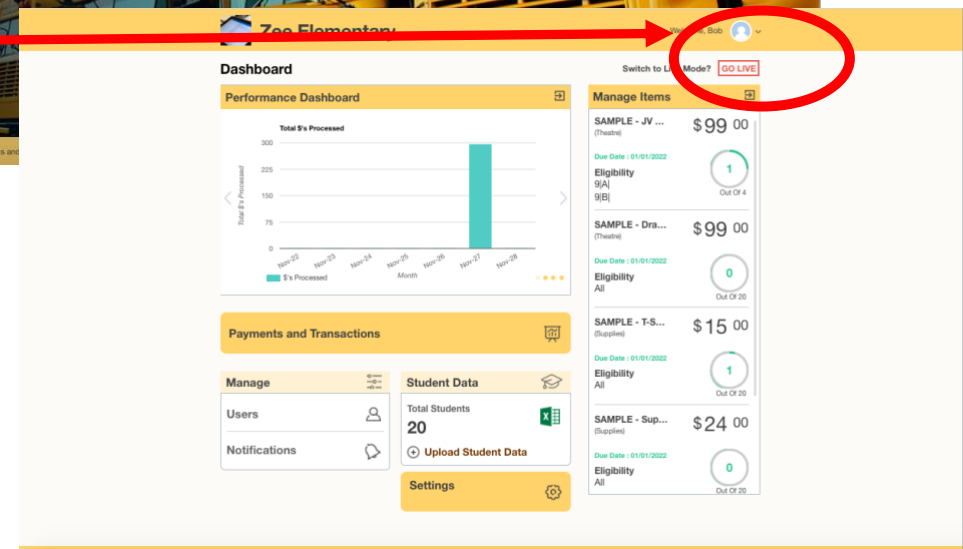
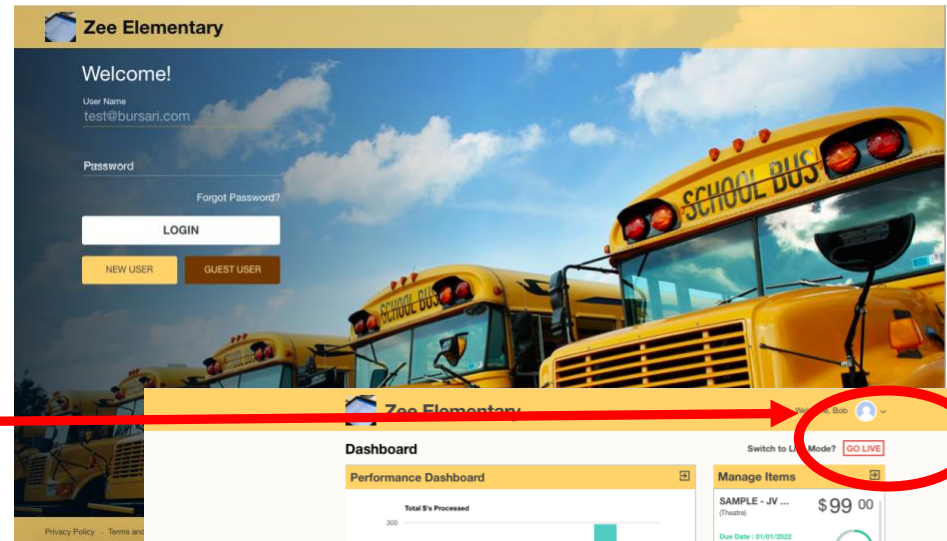
5

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 _____

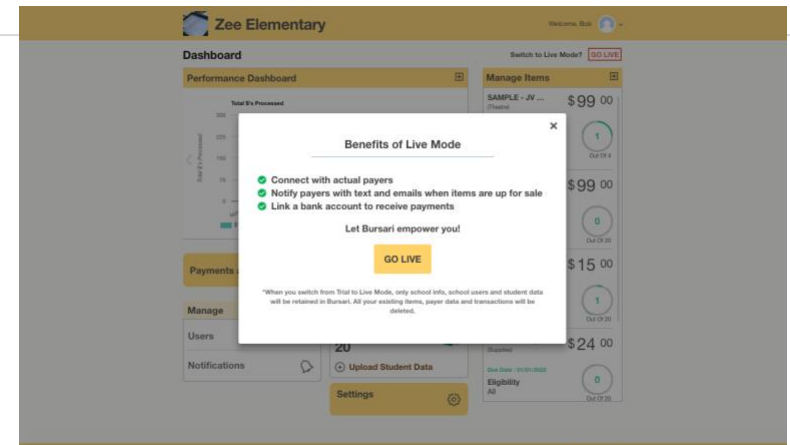
PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

⑆044072326⑆ ⑆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
- If necessary, **Student Data** to upload



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

The screenshot shows a web form titled "Set Up Your Bank Account" for "Zee Elementary". The form is divided into three main sections: "School Information", "Account Details", and "Authorized Representative".

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

Red annotations with arrows point to the following fields:
- "Statement Description for Payer" points to the "Statement Descriptor" field.
- "FEIN (Federal Employer Identification Number)" points to the "FEIN" field.
- "Bank Account & Routing Number" points to the "Bank Account Name" and "Bank Routing Number" fields.

Buttons: "NEXT" and "Please enter Last 4 of SSN".

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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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.

