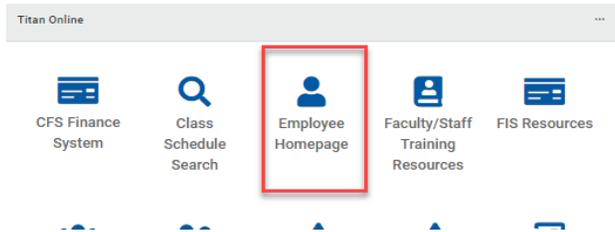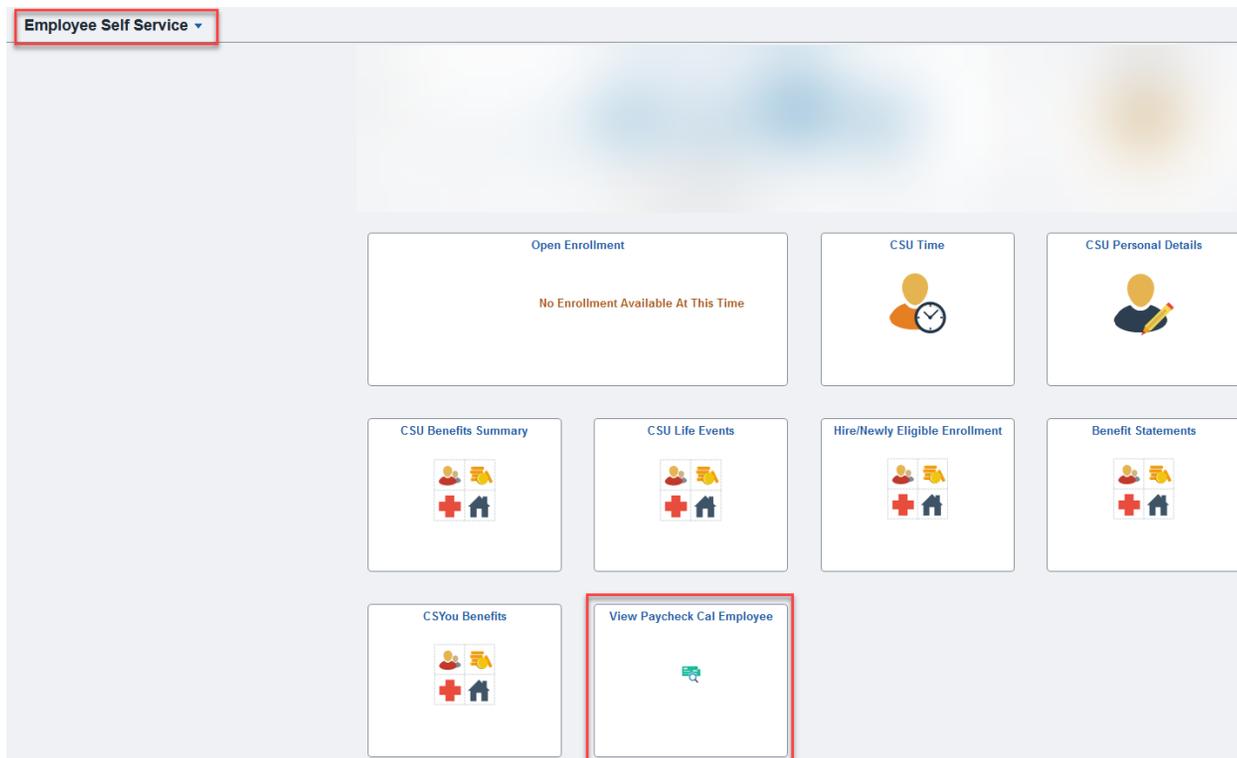**To use the direct deposit service feature via Cal Employee Connect (CEC) please follow the following steps:**

1. **Navigate to your employee homepage:**


2. **Click on "View Paycheck Cal Employee" tile on Employee homepage:**

3. **Login into your CEC portal account:** If you need assistance registering with the CEC portal, please visit CSU Fullerton Cal Employee Connect instructions for additional information.

4. **Enable CEC MFA:** Select User Profile, Click Turn On MFA, and follow instructions within the application to download authenticator App to your phone and enjoy an extra layer of security to your CEC account.

   ➢ *Multifactor Authentication (MFA)* [Cal Employee Connect (CEC)](#) *has expanded access to CEC Employee Services feature and Multifactor Authentication (MFA). The Employee Services feature is secure, user friendly and has been created as additional options to support remote work and employee self-service. MFA allows for an extra layer of security on employees CEC accounts. Once MFA is enabled, employees can enroll or change Direct Deposit via the Employee Services feature within CEC. CSU Fullerton uses Duo as our MFA; however, you are free to choose any of the MFA authenticators listed on the CEC website.*
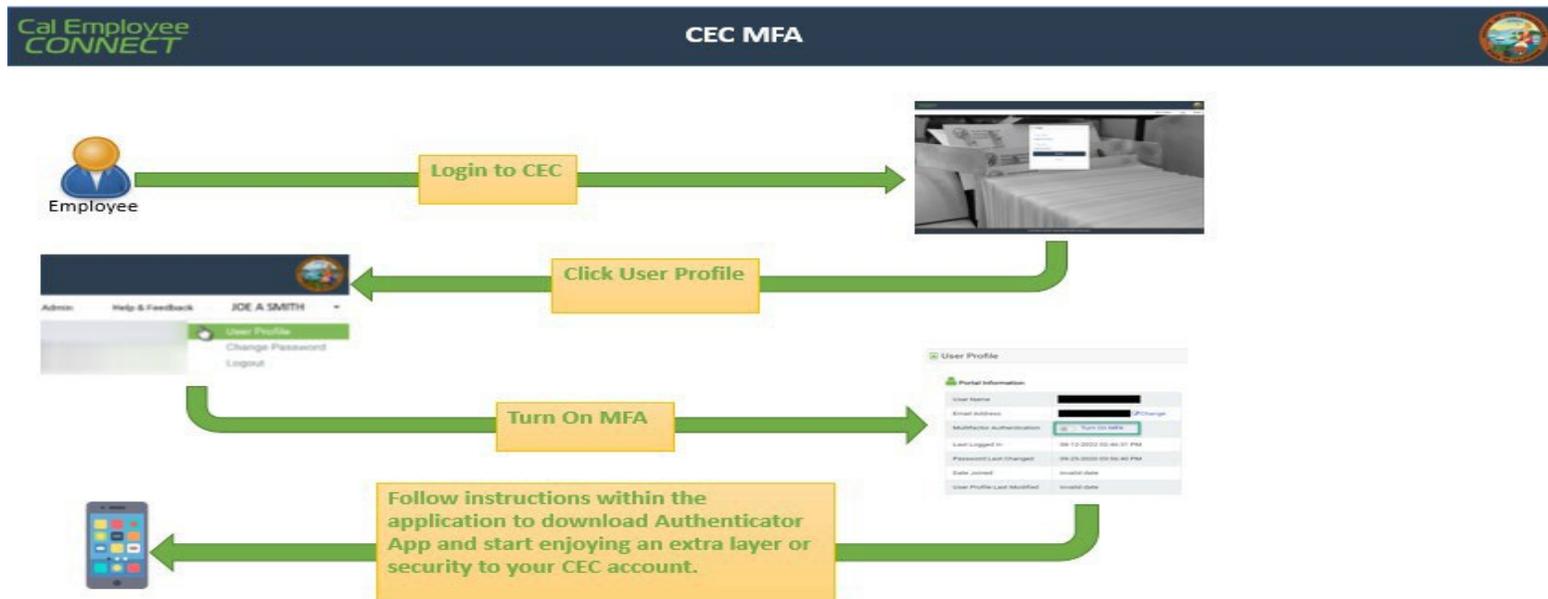

5. **Virtual Private Network (VPN):** Direct Deposit can only be set up using a school device or school VPN/Wi-Fi. Users are required to be on campus (with a wired connection) or use campus VPN to access the direct deposit feature in Cal Employee Connect, otherwise you will receive the error notice below.
   ➢ To access the campus VPN, please use IT's user guide: [VPN Campus User Guide](#)
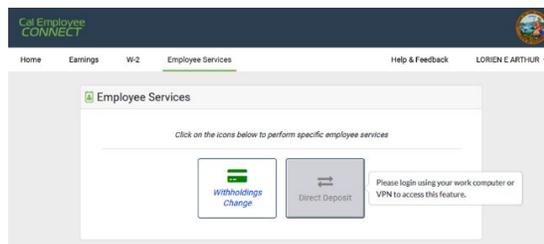
6. **Direct Deposit Enrollment Actions:** Select *Employee Services* from the top navigation bar and follow instructions within the application.
   - A. **NEW** – If you are currently receiving a physical check. Do not select new if you are already enrolled into direct deposit.
   - B. **CHANGE** – If you are currently on direct deposit you need to select change to modify account type and number
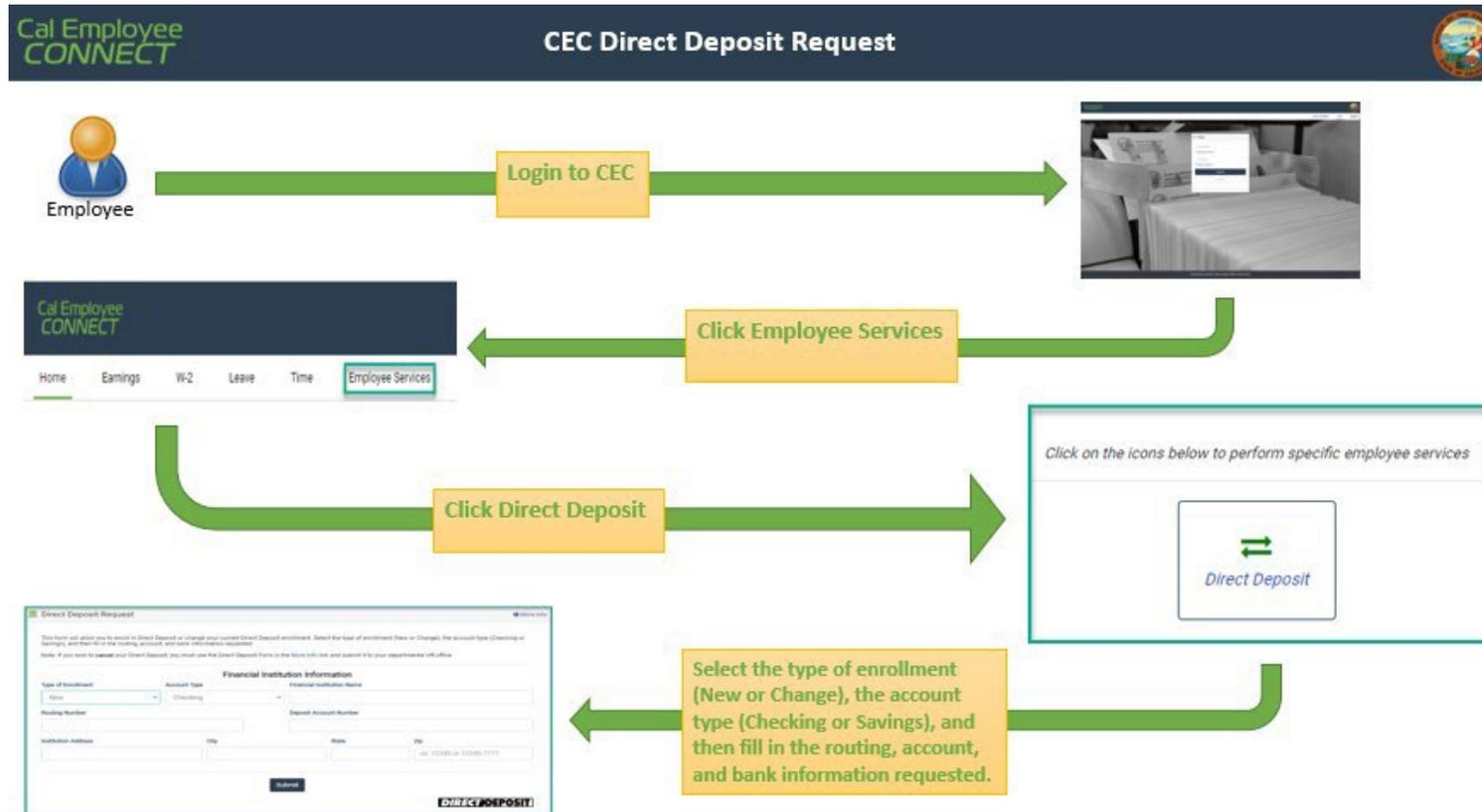
7. **Confirmation notice:** Employee will receive a confirmation notice via the employee linked to the CEC portal once the direct deposit is submitted to verification. If you see information that is incorrect and needs to be modified please contact payroll@fullerton.edu