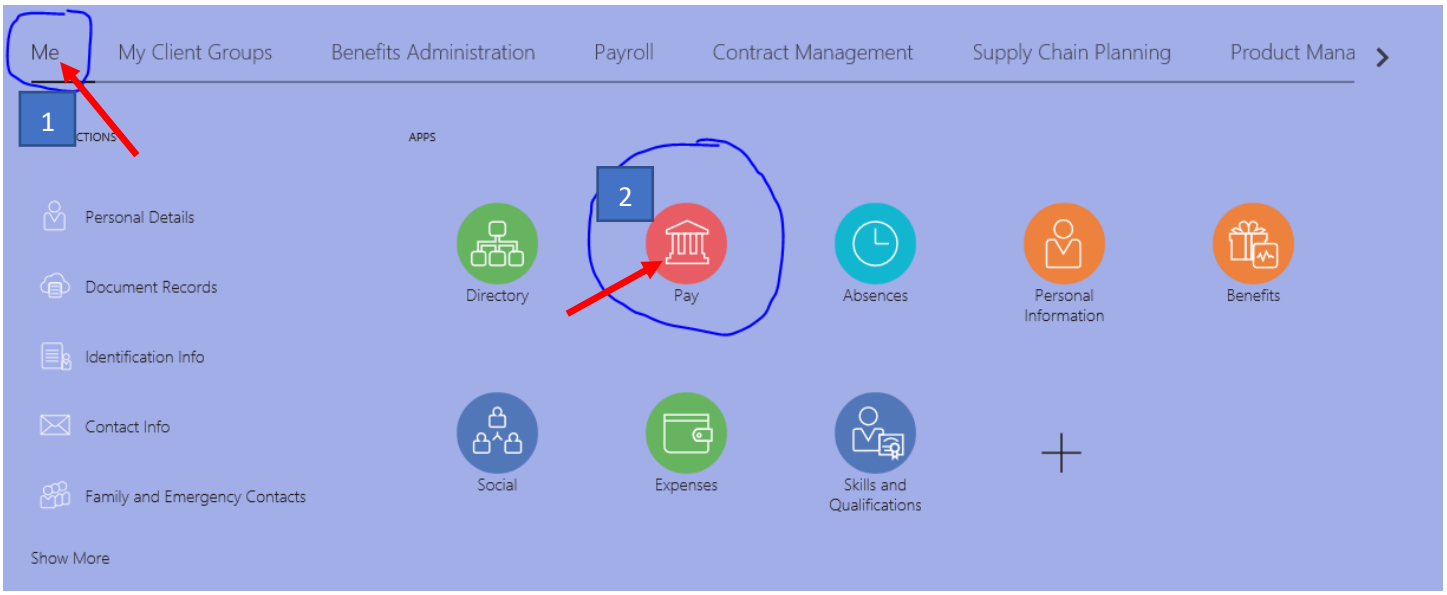
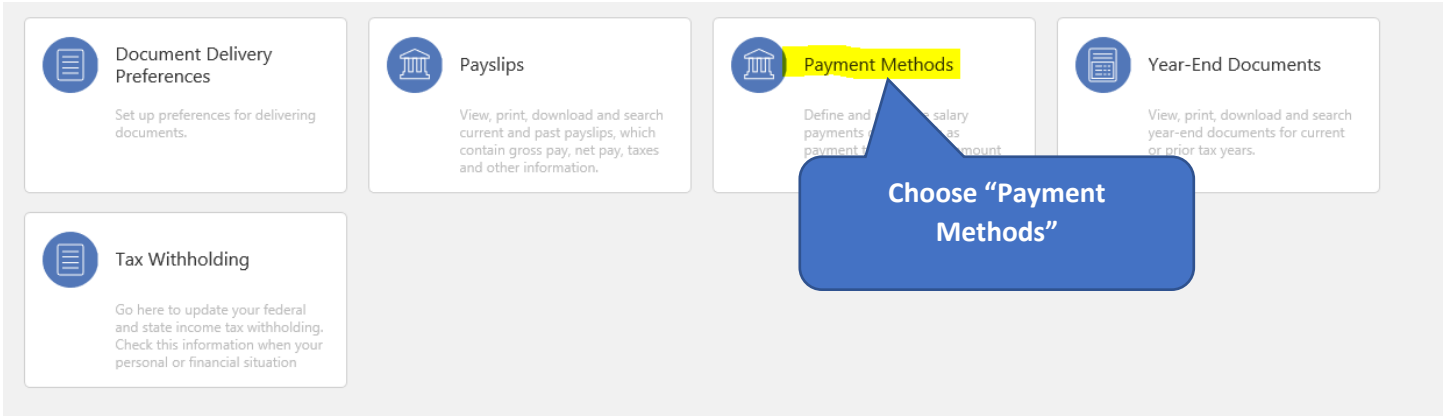
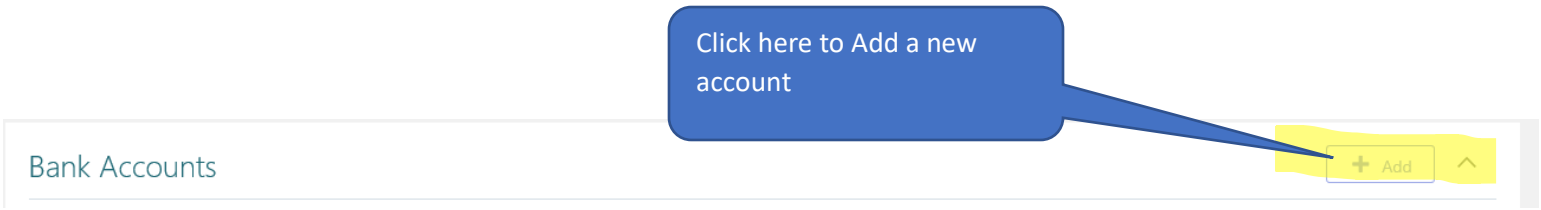
# First Step- Access Your Payment Methods

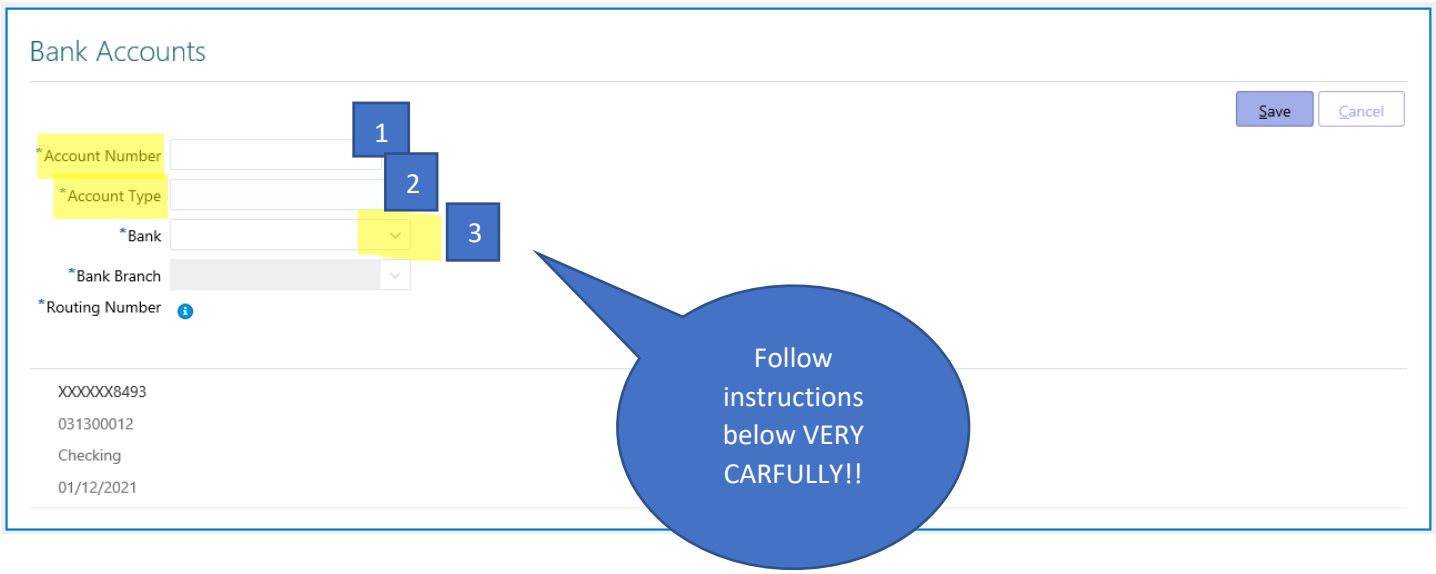
Navigating to direct deposit screen-



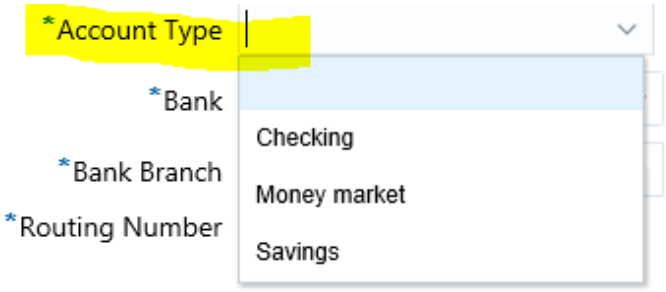
# Second Step- Setup a New Direct Deposit



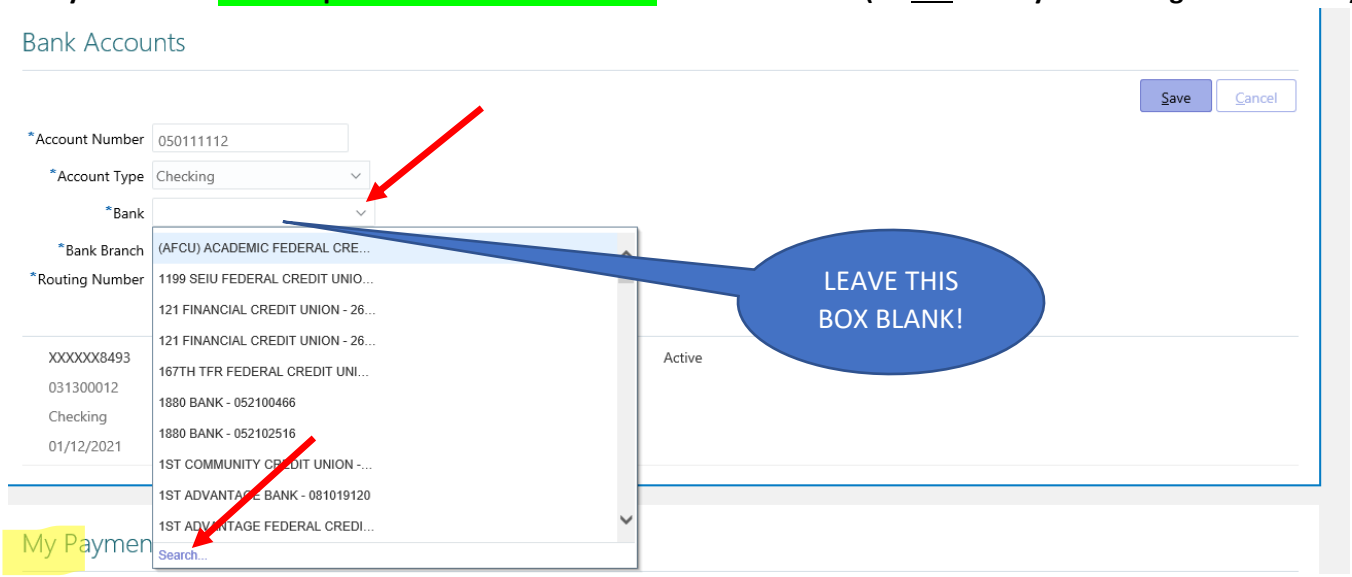




1. **Account Number: Enter account number**

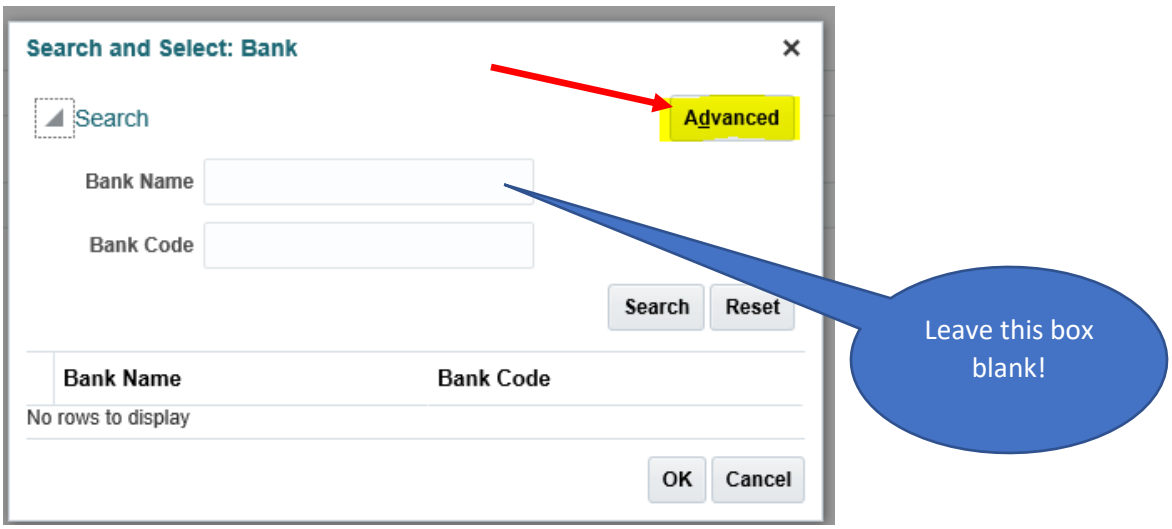
2. **Account Type: Select one of the three options from drop down arrow**



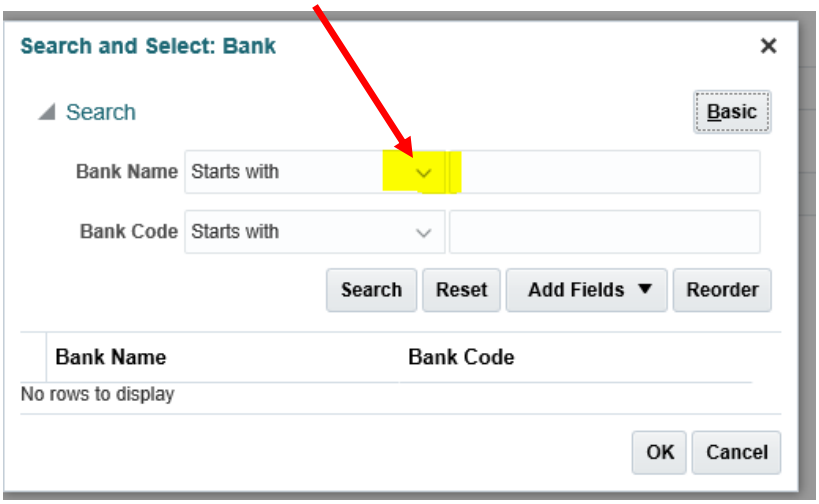
3. **Find your Bank – Click drop down arrow beside BANK and click Search (do not enter your routing number here)**



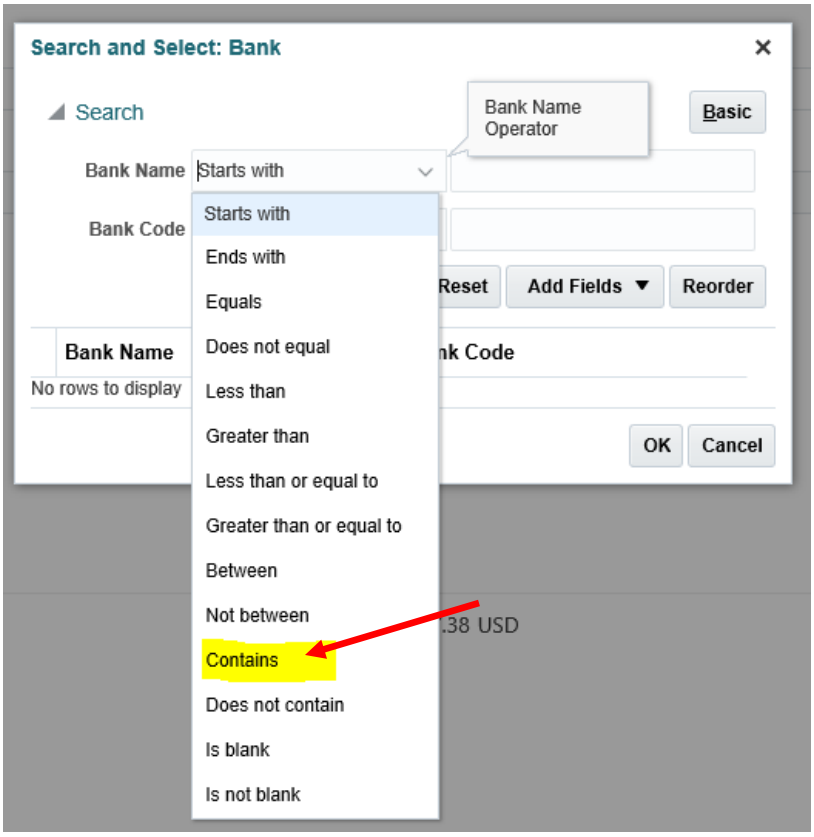

**Select ADVANCED**

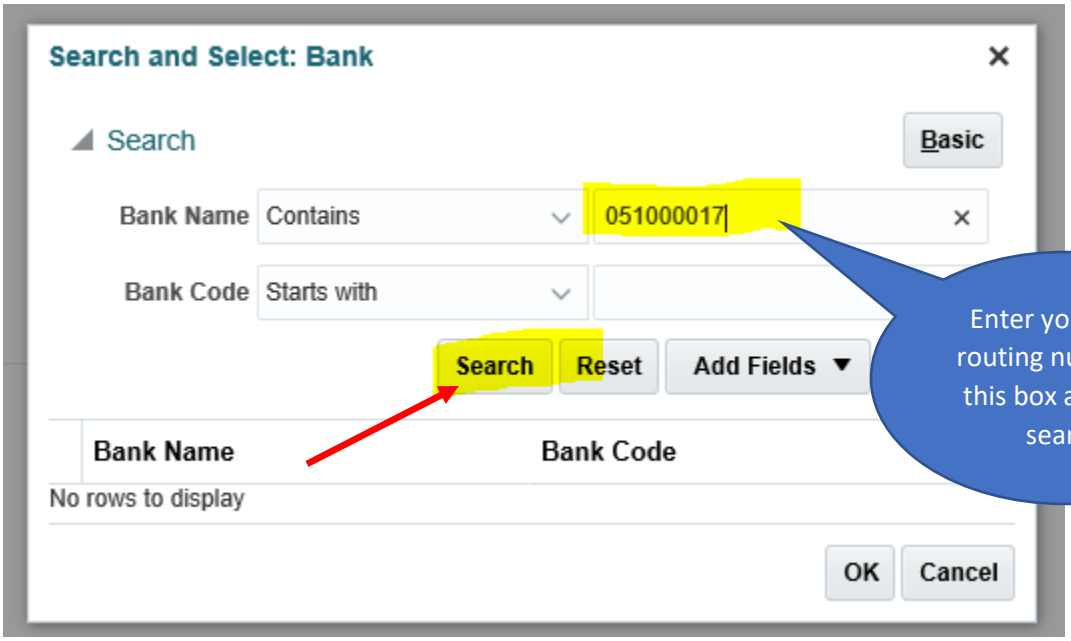



**Select drop down arrow beside BANK NAME**



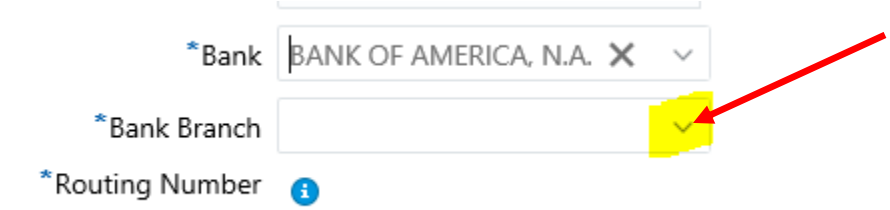
**Select the word CONTAINS**



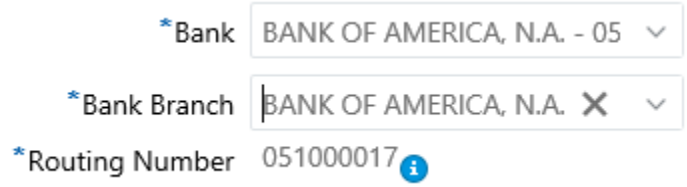

**The bank name will populate as shown in the next screen shot.**

**Click the drop-down arrow beside BANK BRANCH**




**Click on the name of the bank**

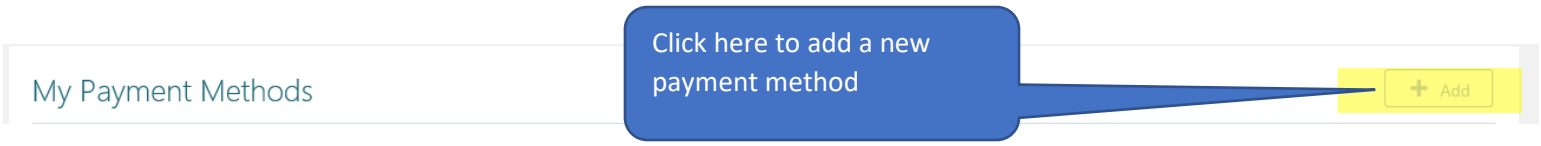
**The bank branch field will populate as shown below**



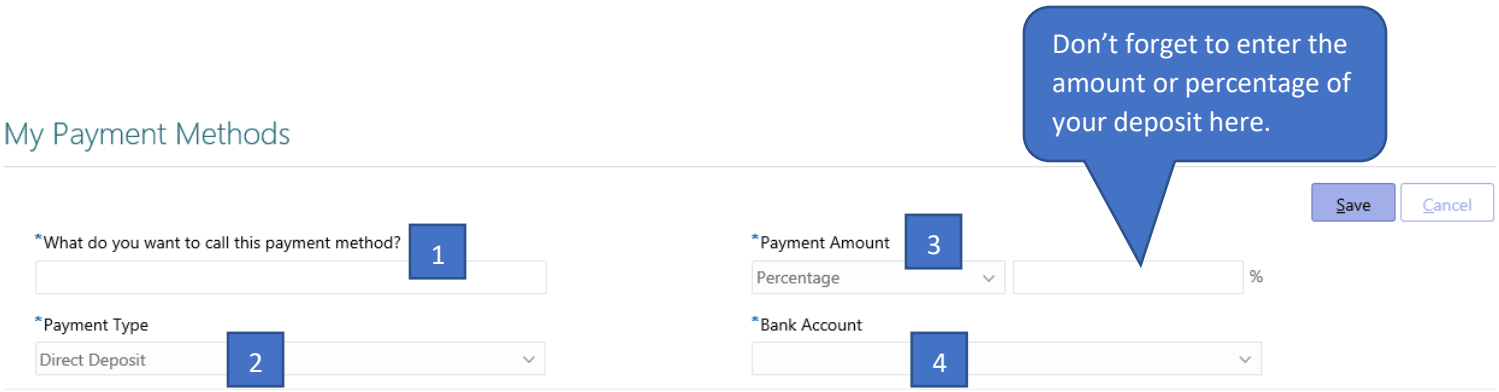

**Click SAVE**

## Final Step- Select Your Payment Method

**Note:** If you do not complete the My Payment Methods step, the direct deposit will not be active for payroll processing.




After you click add, this box will display.
**Required fields marked with asterisk ****




1. **What do you want to call this payment method?** Employee can name this whatever they choose (checking, savings, Christmas, etc)
2. **Payment Type**: Direct Deposit
3. **Payment Amount**: Select one of the two options (percentage or amount) from the drop-down box and enter the amount or percentage.
4. **Bank Account**: Select one from the list of your bank accounts.

**Click SAVE**