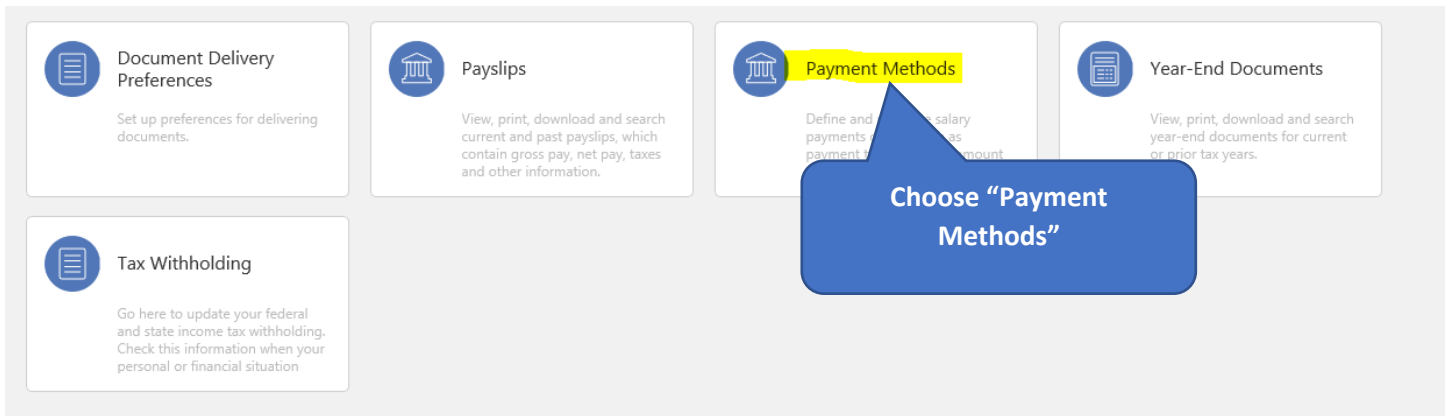
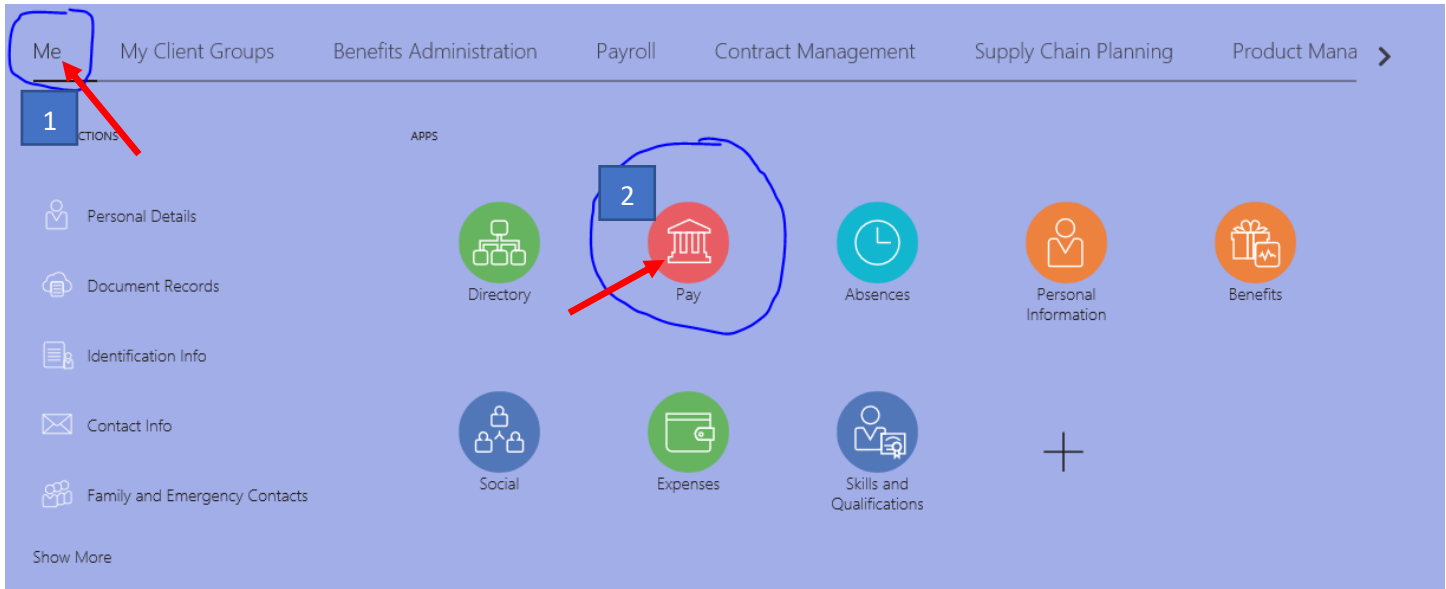


First Step- Access Your Payment Methods

Navigating to direct deposit screen-



Second Step- Setup a New Direct Deposit

Click here to Add a new account

Bank Accounts

+ Add

Bank Accounts

Save

Cancel

*Account Number

1

*Account Type

2

*Bank

3

*Bank Branch

*Routing Number

Follow instructions below VERY CAREFULLY!!

XXXXXX8493

031300012

Checking

01/12/2021

1. **Account Number:** Enter account number
2. **Account Type:** Select one of the three options from drop down arrow

*Account Type

*Bank

*Bank Branch

*Routing Number

Checking

Money market

Savings

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

Bank Accounts

Save Cancel

*Account Number 050111112

*Account Type Checking

*Bank

*Bank Branch (AFCU) ACADEMIC FEDERAL CRE...

*Routing Number 1199 SEIU FEDERAL CREDIT UNIO...

XXXXXX8493

031300012

Checking

01/12/2021

Active

121 FINANCIAL CREDIT UNION - 26...

121 FINANCIAL CREDIT UNION - 26...

167TH TFR FEDERAL CREDIT UNI...

1880 BANK - 052100466

1880 BANK - 052102516

1ST COMMUNITY CREDIT UNION - ...

1ST ADVANTAGE BANK - 081019120

1ST ADVANTAGE FEDERAL CREDI...

Search...

My Payment

LEAVE THIS BOX BLANK!

Select ADVANCED

Search and Select: Bank

Search

Bank Name

Bank Code

Search Reset

Bank Name Bank Code

No rows to display

OK Cancel

Advanced

Leave this box blank!

Select drop down arrow beside BANK NAME

Search and Select: Bank

Search Basic

Bank Name Starts with

Bank Code Starts with

Search Reset Add Fields Reorder

Bank Name Bank Code

No rows to display

OK Cancel

Leave this box blank!

Select the word CONTAINS

Search and Select: Bank

Search

Bank Name Starts with

Bank Code Starts with

Bank Name Operator

Basic

Reset Add Fields Reorder

Bank Name

Bank Code

No rows to display

OK Cancel

38 USD

Contains

Search and Select: Bank

Search

Basic

Bank Name Contains 051000017

Bank Code Starts with

Search Reset Add Fields

Bank Name Bank Code

No rows to display

OK Cancel

Enter your bank routing number in this box and click search

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

Search and Select: Bank ✕

Search Basic

Bank Name

Bank Code

Bank Name	Bank Code
BANK OF AMERICA, N.A. - 051000017	

Click on the blank space to the left of the bank name to highlight it in blue and click on OK

Click the drop-down arrow beside BANK BRANCH

*Bank

*Bank Branch

*Routing Number

Click on the name of the bank

*Bank Branch

*Routing Number

BANK OF AMERICA, N.A. - 051000017 051000017 BANK OF AMERICA, N.A. - 051000017

< >

The bank branch field will populate as shown below

*Bank

*Bank Branch

*Routing Number

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.

My Payment Methods

Click here to add a new payment method

+ Add

After you click add, this box will display.

Required fields marked with asterisk **

My Payment Methods

Don't forget to enter the amount or percentage of your deposit here.

Save Cancel

*What do you want to call this payment method? 1

*Payment Amount 3

Percentage %

*Payment Type 2

Direct Deposit

*Bank Account 4

- 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