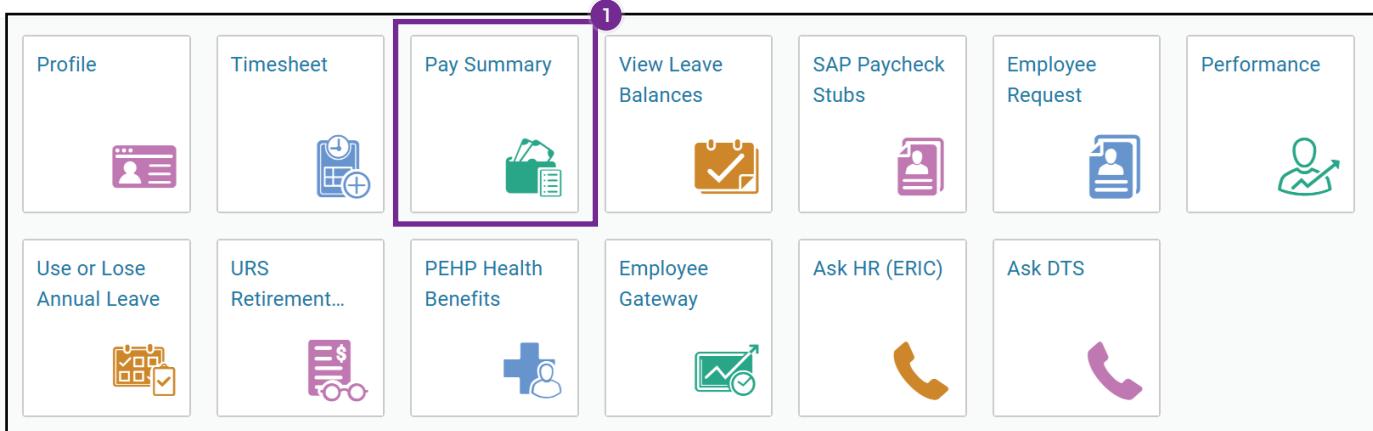


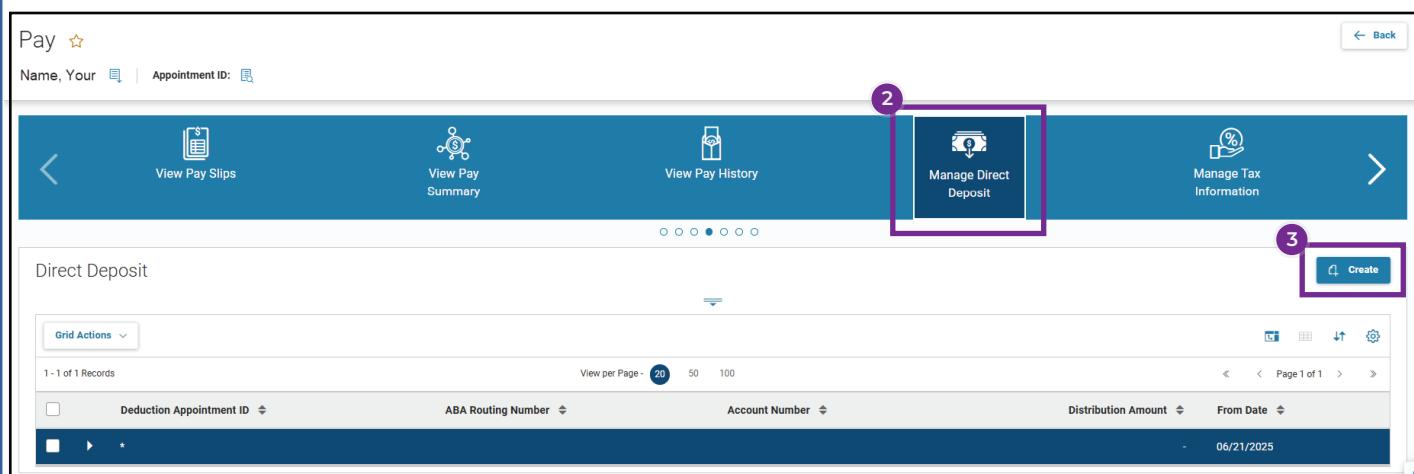
Set up direct deposit

Instructions

1. Click on the **Pay Summary** tile on the Employee Dashboard landing page. This opens your **Pay** dashboard.



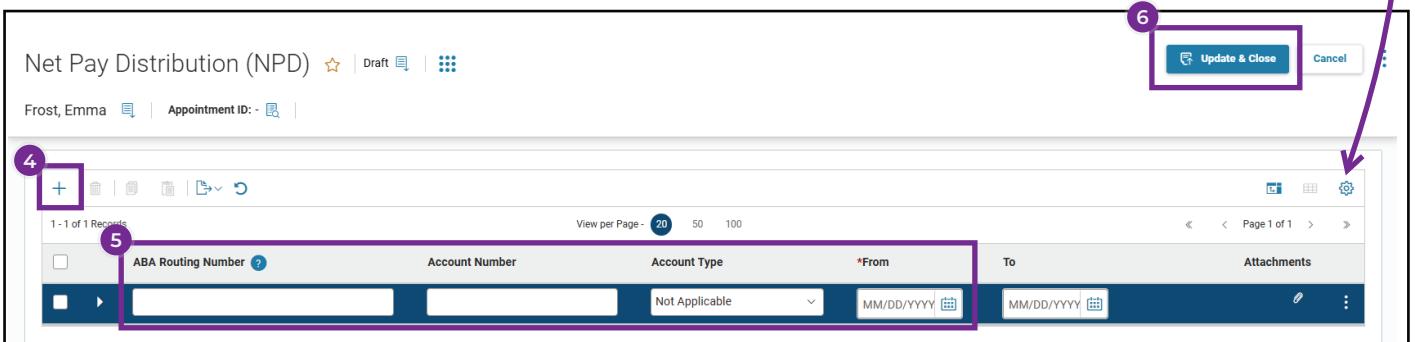
2. Click the **Manage Direct Deposit** tile. This will open your current banking information if you are receiving direct deposits.
3. Click the **Create** button.



4. Click on the **plus** icon  to create a new line.
5. Enter the required information:
 - Your **ABA Routing Number**
 - Your **Account Number**
 - Choose **Account Type** – choose checking or savings
 - Enter **From** date of when you want the payment to go into effect

Note: if you don't see one of these columns on the blue line, click on the **gear** icon  and toggle them on to be visible. You can adjust the column order by dragging and dropping.

6. Click **Update & Close**. Your changes will take effect on the next payroll cycle.



The screenshot shows the 'Net Pay Distribution (NPD)' screen. At the top, there are buttons for 'Draft' and 'Cancel'. Below that, there are buttons for 'Update & Close' (highlighted with a purple box and a purple arrow) and 'Cancel'. The main area shows a table with columns: 'ABA Routing Number', 'Account Number', 'Account Type', '*From', 'To', and 'Attachments'. The 'From' and 'To' fields are date pickers. The table has 1 record. At the bottom, there are buttons for 'View per Page' (set to 20), 'Page 1 of 1', and a gear icon for settings. A purple box labeled '4' is around the 'Add' button. A purple box labeled '5' is around the 'ABA Routing Number' field. A purple box labeled '6' is around the 'Update & Close' button.



TIPS FOR SUCCESS

- Always verify routing and account numbers directly from your bank.
- Make changes several days before payday to ensure they take effect.
- Keep at least one active account on file to avoid payment delays.
- If you're unsure about account details, contact your bank before submitting.