
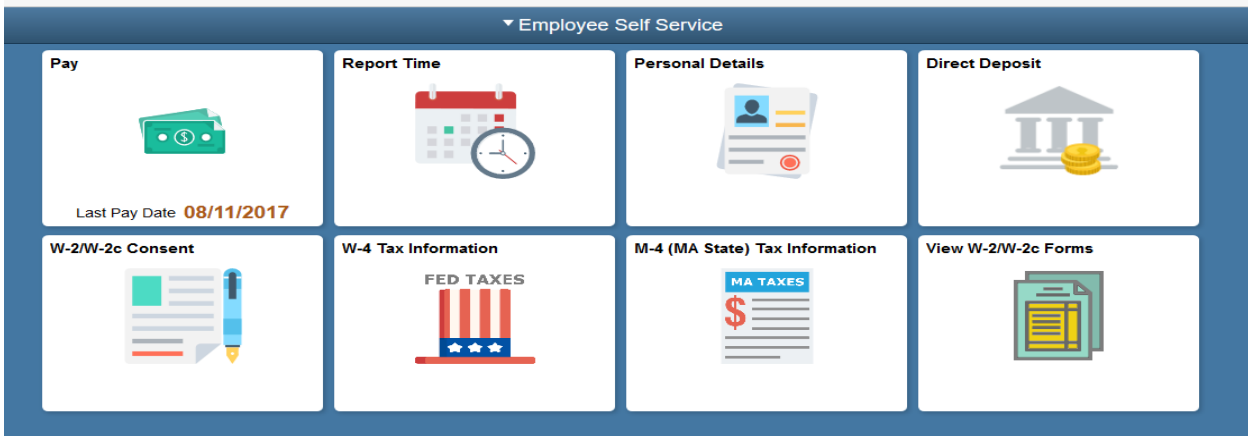
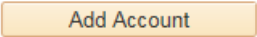
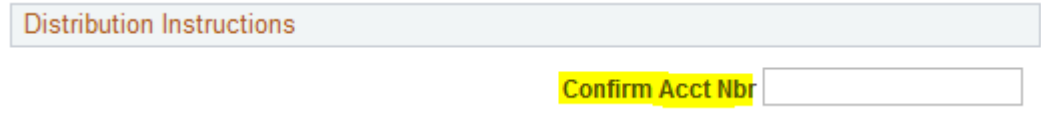
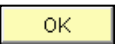



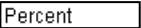
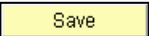








## Maintaining Direct Deposit Information

1.	<p>Begin by navigating to the <b>Direct Deposit</b> page by clicking on the “Direct Deposit” tile </p> 
2.	Use the <b>Direct Deposit</b> page to view current direct deposit information or to add a new account.
3.	If you already have a direct deposit account, you will need to verify the existing account information before you can make any updates.
4.	<p>For this example, you are going to add a savings account.</p> <p>Click the <b>Add Account</b> button.</p> 
5.	Use the <b>Add Direct Deposit</b> page to add or change direct deposit information.
6.	<p>To reduce security risk, please enter one existing Direct Deposit account number, then hit Enter or Tab out of the field to continue to make your change.</p> 
7.	<p>You must provide the routing and account information from your bank so that your payroll is deposited into the correct account.</p> <p>You can get this information from your personal checks. If you're not sure how to read this information, click the <b>View check example</b> link.</p> <p><a href="#">View check example</a></p>
8.	Use the <b>Check Example</b> page to view where the routing and account numbers appear on your check. The highlighted sections show which part of the numbers are the <b>Routing Number</b> and which are the <b>Account Number</b> .

9.	<p>Click the <b>OK</b> button.</p> 
10.	<p>Enter the desired information into the <b>Routing Number</b> field.</p> <p>Enter a valid value e.g. "<b>011000138</b>".</p>
11.	<p>Enter the desired information into the <b>Account Number</b> field.</p> <p>Enter a valid value e.g. "<b>123456789</b>".</p>
12.	<p>Use the <b>Account Type</b> field to select the type of account you are adding.</p> <p>Click the <b>Account Type</b> list.</p> 
13.	<p>Click the <b>Savings</b> list item.</p> 
14.	<p>Use the <b>Deposit Type</b> field to specify whether you would like to deposit a flat amount, a percentage, or the balance of your pay.</p> <p>Click the <b>Deposit Type</b> list.</p> 
15.	<p>You can specify a flat amount or a percent. If multiple accounts are used, you can specify to use the balance of the paycheck amount for one of the accounts. For example, you might deposit 50% into a checking account and the balance into a savings account.</p>
16.	<p>For this example, you are going to deposit 10% into a savings account.</p> <p>Click the <b>Percent</b> list item.</p> 
17.	<p>Enter the desired information into the <b>Amount or Percent</b> field.</p> <p>Enter a valid value e.g. "<b>10.00</b>".</p>
18.	<p>Use the <b>Deposit Order</b> field when you are depositing to more than one account. For example, if you're depositing 50% in a checking account and the remaining net pay in a savings account, the checking account, which is the first account that money is being deposited into, would have a deposit order of 1 and the savings account a deposit order of 2, and so on for additional accounts.</p> <p><b>Note:</b> Keep in mind that the account to which your remaining pay, or balance, is deposited into is assigned the <b>Deposit Order</b> of 999.</p>
19.	<p>Enter the desired information into the <b>Deposit Order</b> field.</p> <p>Enter a valid value e.g. "<b>2</b>".</p>
20.	<p>Click the <b>Save</b> button.</p> 
21.	<p>Notice the text on the page indicating that this may not be reflected with your next paycheck.</p> <p>Click the <b>OK</b> button.</p> 

22.	The account information is now displayed. If you want to view the details of this account in read-only format, you can click the <b>Account Type</b> link.
23.	Click the <b>Savings</b> link. <a href="#">Savings</a>
24.	Use the <b>Direct Deposit Detail</b> page to view your direct deposit details. This page is displayed in read-only format. Notice that you cannot modify the fields on this page.
25.	Click the <b>Return to Direct Deposit</b> link. <a href="#">Return to Direct Deposit</a>
26.	Use the <b>Edit</b> button if you need to make modifications to an account.  Click the <b>Edit</b> button. 
27.	To reduce security risk, please enter one existing Direct Deposit account number, then hit Enter or Tab out of the field to continue to make your change.     <input data-bbox="1105 758 1362 793" type="text"/>
28.	Use the <b>Change Direct Deposit</b> page to modify your direct deposit information. You can modify all fields on this page.
29.	Click the <b>Return to Direct Deposit</b> link. <a href="#">Return to Direct Deposit</a>
30.	Your savings account information has been added and saved which now displays on the <b>Direct Deposit</b> page.
31.	The <b>Savings</b> account displays the <b>Deposit Order</b> number 2 and the <b>Checking</b> account, the remainder balance, displays the <b>Deposit Order</b> number 999.
32.	Congratulations! You have successfully updated your direct deposit information. <b>End of Procedure.</b>