

Self Service Portal – Direct Deposits

Set up and manage your direct deposit accounts.

Smart Tips

- Select **Direct Deposit** from the **Pay** section of the self service portal to access this screen.
- Use this single screen to set up one or more direct deposit accounts.
- Users who do not establish a main account may receive a live check.

Direct Deposit Accounts

▼ Add New Direct Deposit Account

I hereby authorize my employer to deposit or adjust any amounts owed to me by initiating entries to my account at the financial institution(s) updated here within.

Bank Account

- Account Type
- Routing Number
- Account Number

Bank Name

- Name on Account

Name should match the name on file with your banking institution

Additional Deposit Account

- Amount Type
- Amount

Main Account - Your net check will go here

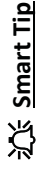
Additional Deposit Account(s)



Self Service Portal – Direct Deposits

Add Direct Deposit Accounts

Direct Deposit Accounts



From the drop down, select **Add New Direct Deposit Account**.

Add New Direct Deposit Account

I hereby authorize my employer to deposit or adjust any amounts owed to me by initiating entries to my account at the financial institution(s) updated here within.

Bank Account

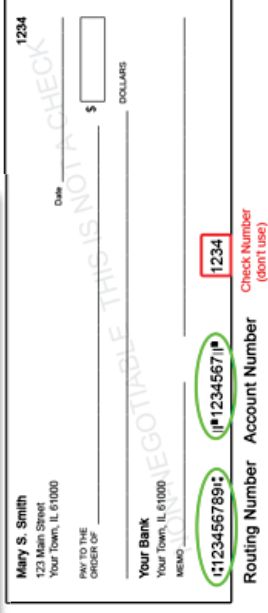
Smart Tip
Select Checking, Savings, or Pay Card as the **Account Type**.

- Account Type:
- Routing Number:
- Account Number:
- Bank Name:
- Name on Account:

Name should match the r



Enter the **Routing Number and Account Number** without spaces, dashes, or symbols. Make sure to verify the **Name on the Account**.



Additional Deposit Account

- Amount Type:
- Amount:

Save Save and Close Delete



- Smart Tips**
- Bank **Routing Numbers** are typically nine digit numbers. The system will not allow saving of an incorrect **Routing Number**.
- Note that bank deposit slips may display the bank's internal routing and transmit numbers which to not accept direct deposits.

Main Account - Your net check will go here

Additional Deposit Account(s)

Self Service Portal – Direct Deposits

Manage Direct Deposit Accounts

Direct Deposit Accounts

Smart Tip
To edit or delete an existing account, select the account from the drop down.

I hereby authorize my employer to deposit or adjust any amounts owed to me by initiating entries to my account at the financial institution(s) updated here within.

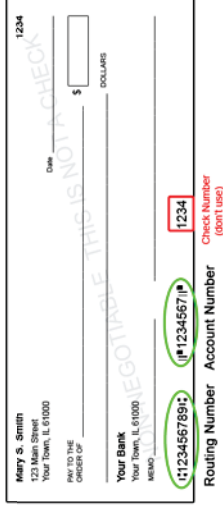
Bank Account

Account Type ▼
Checking

Routing Number

Smart Tip

To add an additional account, check the **Additional Deposit Account** box ; select the **Amount Type** and enter the **Amount**.



Enter the name on file with your banking institution

Additional Deposit Account

Amount Type ▼
 Amount

Smart Tips

- If the **Amount Type** is Flat, enter the dollar amount to be deposited in the **Amount** field.
- If the **Amount Type** is Percent, enter the percentage as a whole number.
- If the **Amount Type** is Net Minus, enter the dollar amount to be paid on a live check with the balance directly deposited into the main account.

Main Account - Your net check will go here

Routing	Account	Type	Bank Name
071000013	3678	Checking	Jpmorgan Chase Bank, NA

Additional Deposit Account(s)

<input checked="" type="radio"/>	<input type="radio"/>	Routing	Account	Type	Bank Name
<input checked="" type="radio"/>	<input type="radio"/>	071000013	2653	Savings	Jpmorgan Chase Bank, NA
<input type="radio"/>	<input type="radio"/>	071000013	12312	Checking	Jpmorgan Chase Bank, NA

Smart Tip

To change the order in which money is deposited into additional deposit accounts, select the radio button adjacent to the applicable account and click the blue up or down arrow to move the account.