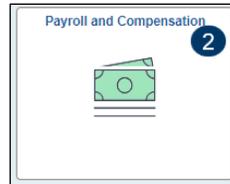
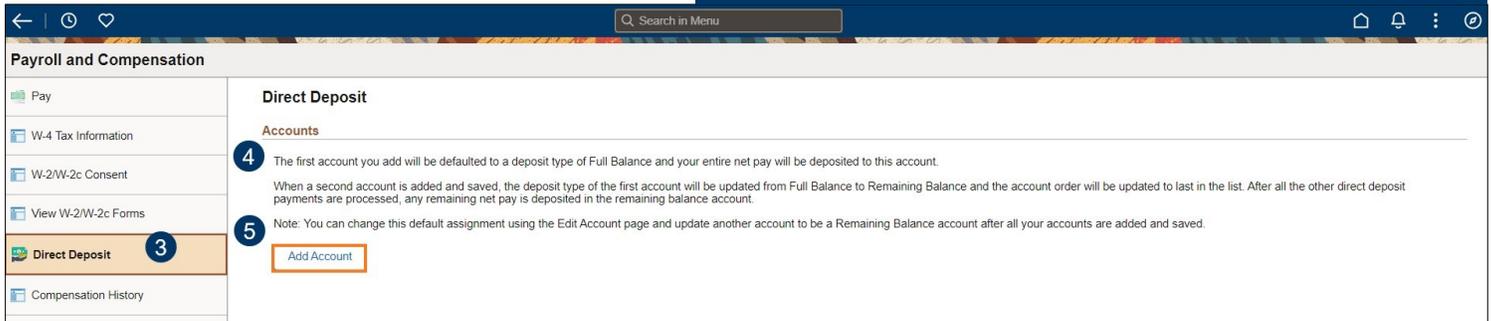


Direct Deposit Quick Guide

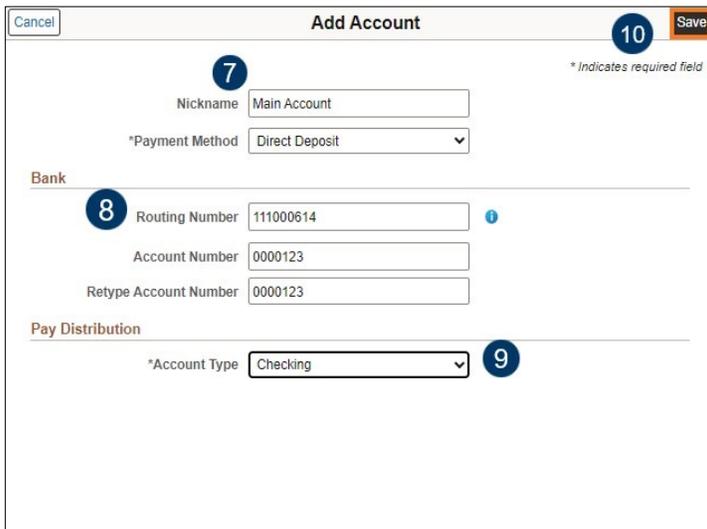
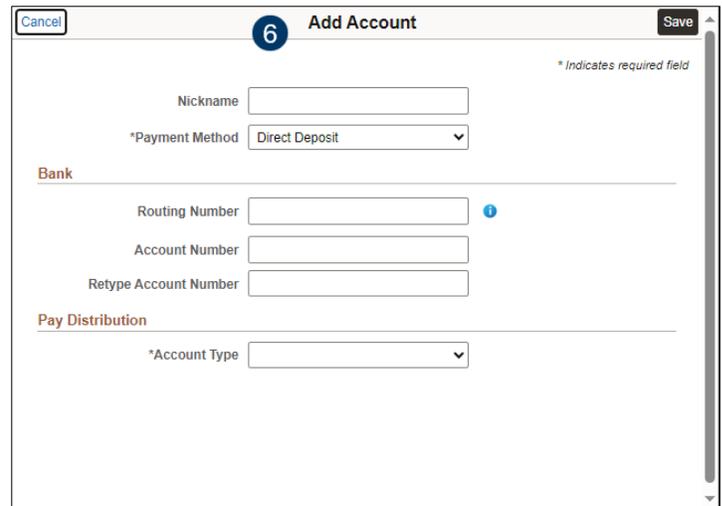
How do I sign up for direct deposit?



1. Navigate to the **Employee Self Service** page.
2. Click on the **Payroll and Compensation** tile.
3. Click the **Direct Deposit** link from the **Payroll and Compensation** left navigation menu.



4. Review the information and instructions on the **Direct Deposit** page.
5. Click on the **Add Account** button to enter the account information.
6. The **Add Account** pop-up window opens.



7. Enter a **Nickname** for the account (useful later if multiple accounts are set up).
8. Enter the **Routing Number**, **Account Number**, and **Retype the Account**.
9. Select the **Account Type**: Checking or Saving from the drop-down.
10. Click the **Save** button to complete the addition to the employee record.

* When only one account is set up for direct deposit, it is defaulted that the 'Full Balance' of the employee's paycheck is deposited into the account.

* If the employee needs to locate the routing number or account number, click the blue 'i' icon to view a check example layout.