

Help Docs

## Pay and Tax > Direct Deposit

Your current Direct Deposit account(s) appear when you access this screen. The details are masked for confidentiality purposes. There are several options when using this screen

- In order to deactivate this account, click on the Symbol. You receive a confirmation stating "Deactivate this account?" Click on Deactivate to agree. Cancel if you do not wish to deactivate this account.
- To view or edit your current accounts, click on the **Details** button.
  - Your **Bank Details** appear, including:
    - + Routing Number
    - + Masked Account Number
    - + Account Type
    - + Description (if applicable)
    - + Distribution Details (net pay or partial amount)
    - + Frequency of direct deposit

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If you need to make an adjustment to the account select the **Edit** button, make your adjustments and choose **Save** 

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## Help Docs

Routing	021200025	Account	789456
Account type	Select 🗸	Description (optional)	0000000000123)(*&^%\$##
eposit de	e <b>tails</b> g net pay may be issued by paper check		
Distribution details	Flat dollar amount     Recentance of net pay		
	Remaining net		
	Remaining net \$ 72.73		

If you need to add a new direct deposit account, from the main direct deposit screen, click on the **Add New** button and add the following:

- **Routing Number**: If you enter an incorrect routing number, a message indicating "Routing number is invalid" appears. Correct the number to continue.
- Account Number: Enter the account number from your account.
- Account Type: Select the applicable check type.
- Distribution Details: Select either:
  - **Flat dollar amount**: If selected, enter the amount.
  - Percentage of Net Pay: If selected, enter the percentage.
  - o Remaining Net (you may only have one Remaining Net account)
- Frequency: Select how often you want the funds in this account.
- Click on Save.

If you have multiple bank accounts and wish to re-sort the order in which they are used for Direct Deposit, click on the --- symbol in the upper right-hand corner. Instructions appear on how to reorder your accounts. It is a simple drag-and-drop process.

