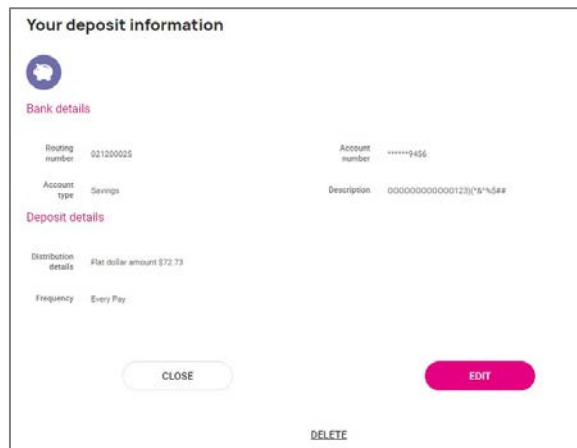
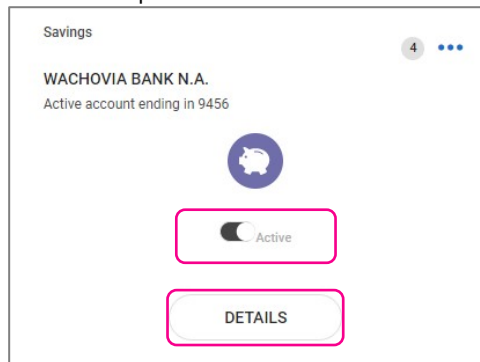


Help Docs

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



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

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.
 - **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.

