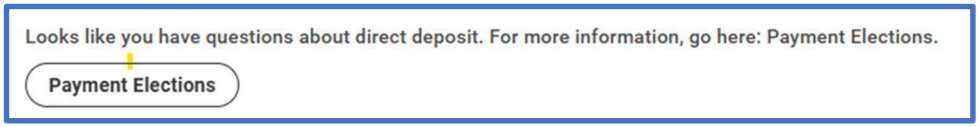
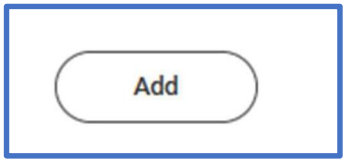
ADD A DIRECT DEPOSIT ACCOUNT

To add a direct deposit account:

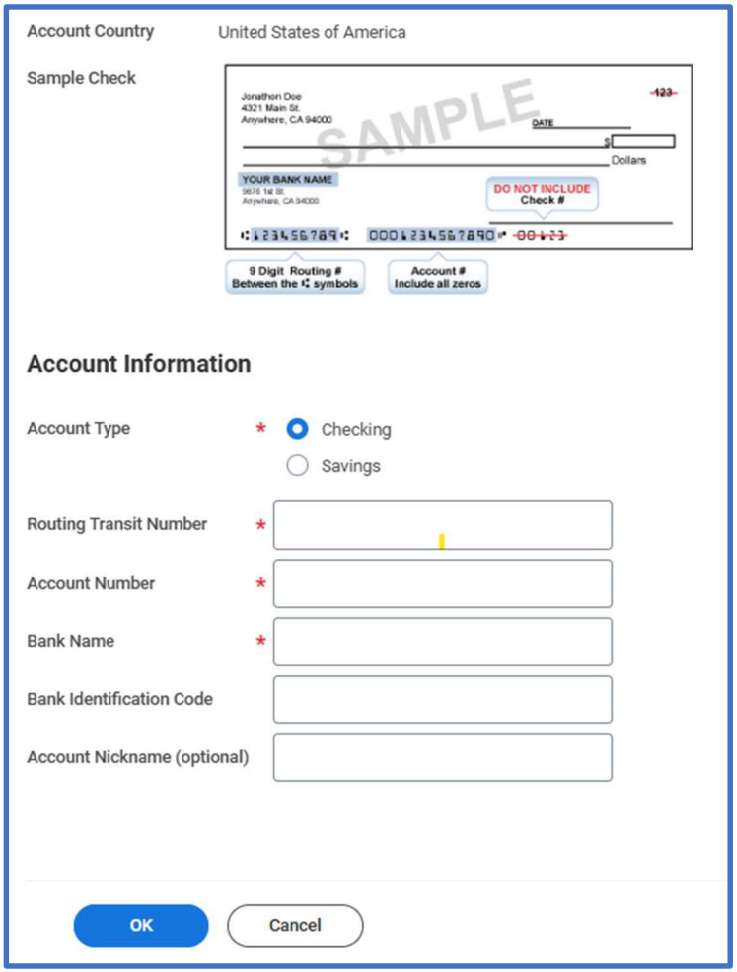
1. In the top Search Bar, search **Payment Elections**.
2. Select the Payment Elections Button



3. Under Accounts, select **Add**.



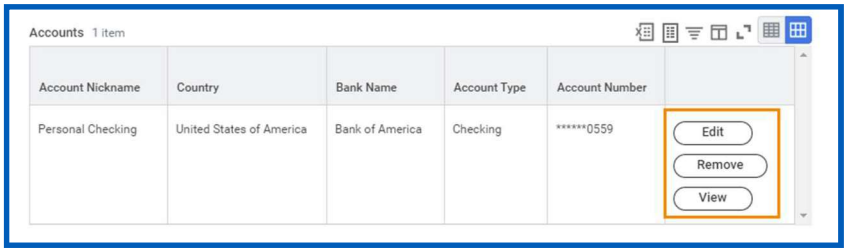
4. Select the Account Type.
5. Enter the Routing Transit Number, Bank Name, and Account Number.
6. Optionally, you can add an Account Nickname to help you identify this account.
7. Do NOT enter a Bank Identification Code.
8. Select **OK** to save. Once you have added the account, you can use it to make payment elections.



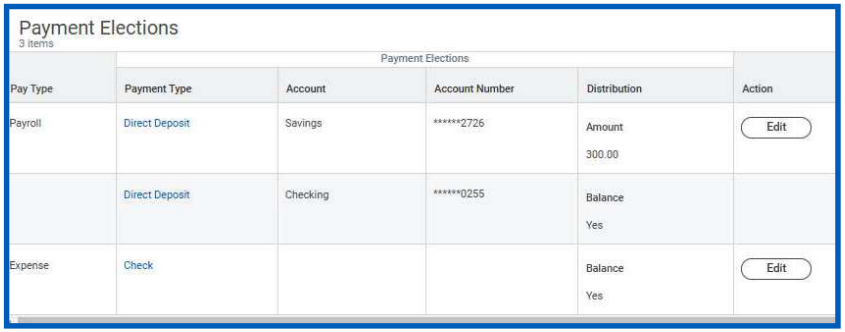
MANAGE YOUR PAYMENT ELECTIONS

To manage your payment elections:

1. From the Pay application, select **Payment Elections**.
2. Use the **Edit**, **Remove**, or **View** buttons to edit, remove, or view bank accounts. You can only remove an account if you no longer use it as a payment election in the bottom grid.



3. In the bottom Payment Elections section (grid), select **Edit** to modify a payment election.



4. Click the single **PLUS SIGN** to add a row to split payment elections between multiple accounts. Enter the amount or percent to deposit into the account. The account that receives the balance of payments for the pay type must be listed last when two or more accounts are in place. To remove an account, click the **MINUS SIGN** for that row, ensuring that the remaining row has **BALANCE** selected. (You may delete the account from the upper Accounts grid once you have saved this change in the Payment Elections grid).
5. Select **OK** to save.