# Setting up Direct Deposit

### **Login to Direct Access**

1. Click the Pay icon



2. Select Payment Methods



Setting up your Direct Deposit is a 2-step process.

- Step 1: Add Bank Accounts
- Step 2: Add My Payment Methods

## Step 1: Add Bank Account

A. In the **Bank Accounts** section, click + Add

Setting up Direct Deposit is a two step process: Step 1) Complete and save Bank Account section Step 2) Complete and save My Payment Methods section	
*Link to Setup Instructions: *For United States employees: <u>US Direct Deposit Setup</u> *For Canada employees: <u>Canada Direct Deposit Setup</u>	
Payroll Relationship Worker v	
Bank Accounts	A + Add ^

- B. **\*ACCOUNT NUMBER** Enter your account number.
- C. **\*BANK** Use the drop-down box and select Search... .

Bank Accounts						
*For United States -	<ul> <li>Routing Number : Enter t</li> <li>Rank and Bank Branch i</li> </ul>	the routing number	to locate your	routing number a	and branch.	
Tor Canada - Jean		initibet.				<u>S</u> ave <u>C</u> ancel
*Account Number	123456	B				
*Bank	~ 4	<b>←</b> ©				
*Bank Number	ABN AMRO BANK NV	240				
*Bank Blanch	AGF TRUST COMPANY	560				
*Branch Transit Number	AIRLINE FINANCIAL CREDIT UNIO	830				
	ALL TRANS FINANCIAL SERVS. CR	810				
	ALTERNA SAVINGS AND CREDIT U	842				
In order for	AMERICAN EXPRESS C\$ TRAVELL	369				
to display,	AMEX BANK OF CANADA	303				
you MUST	ANZ BANK CANADA	272				
Search	ARNSTEIN COMMUNITY CREDIT U	808				
	ATB FINANCIAL	219	-			
	Search					

D. **\*Bank**: Enter your 3-digit code and select your bank code (it will turn blue) and click .

Bank Accounts						
Barner (ceoaries	Darik / Recounts		ct: Bank		×	
*For United States - *For Canada - Searc	Routing Number : Enter h Bank and Bank Branch	Search			A <u>d</u> vanced	anch.
		Bank Name			]	<u>Save</u>
*Account Number	123456	Bank Code	003			
*Bank	~				Search Reset	
*Bank Number		Bank Name		Bank Code		
*Bank Branch		ROYAL BANK	OF CANADA	003		
*Branch Transit Number		US BANK NATI	ONAL ASSOCIATION	003		
					OK Cancel	

- E. **\*BANK NUMBER** This will auto-populate.
- F. **\*BANK BRANCH** Use the drop-down arrow and select Search.....

Bank Accounts						
*For United States - *For Canada - <b>Sear</b>	Routing Number : Enter ch Bank and Bank Branch	the routing nur number.	mber to locate your routing number and branch.			
					<u>S</u> ave	<u>C</u> ancel
*Account Number	123456					
*Bank	ROYAL BANK OF CANADA					
*Bank Number	003 <b>— E</b>					
*Bank Branch	~	<b>←</b>				
*Branch Transit Number	01433-ROYAL BANK OF CANADA	01433	ROYAL BANK OF CANADA	-		
\	1000 ISLANDS MALL BRANCH	00852	ROYAL BANK OF CANADA			
	1048 BARRYDOWNE RD BR	05032	ROYAL BANK OF CANADA			
	105 MAIN ST	03442	ROYAL BANK OF CANADA			
In order for	10TH AVE & SASAMAT BR	07600	ROYAL BANK OF CANADA			
your bank	1136 CENTRE ST BRANCH	05076	ROYAL BANK OF CANADA			
branch to display, you	118TH & 40TH (BEVERLY)	05229	ROYAL BANK OF CANADA			
MUST click	1349 LONDON RD BRANCH	04312	ROYAL BANK OF CANADA			
Search	99 RIDEAU ST BRANCH	01517	ROYAL BANK OF CANADA			
	14 KING ST E BRANCH	03692	ROYAL BANK OF CANADA	-		
	Search.			•		

G. **\*Branch Number** – Enter your 5-digit branch number and click Search... Select your bank (it will turn blue) and click K.

	Search and Select: Bank Branch				×
Ва	Search			A <u>d</u> v	anced
*Fc *Fc	** Bank Branch		]	** At least one is i	required
	** Branch Number 04312		<b>←</b> 6		
	** Bank				
				Search	Reset
	Bank Branch	Branch Number	Bank	BIC Code	
*Ві	1349 LONDON RD BRANCH	04312	ROYAL BANK OF CANADA		
	ROYAL BANK OF CANADA 003-04312	04312	ROYAL BANK OF CANADA		
				ОК	Cancel

H. Click Save

Bank Accounts	
	H Save Cancel
*Account Number	123456
*Bank	ROYAL BANK OF CANADA
*Bank Number	003
*Bank Branch	ROYAL BANK OF CANADA
*Branch Transit Number	04312

Bank Account information has now been entered and is ready to be applied in **My Payment Methods** to complete setup.

Upon saving, you will see the following message reminding you to complete Step 2. Click

Bank Accounts	Warning	+ Add
123456 04312 11/23/22 Canada	You must also add a payment method to be paid into your bank account. (PAY-1636634)	/
My Payment Methods           My Payment also add a payment method to b	e paid into your bank account. (PAY-1636634)	+ Add

#### Step 2: Add Payment Methods

A.	In the My Payment Methods section, click	+ Add	
1	/y Payment Methods		A + Add

- B. \*What do you want to call this payment method? Enter a name for this account.
- C. \*Organization Payment Method This will be selected for you.
- D. \*Payment Amount This will be selected for you.
- E. **\*Bank Account** Select the bank account from the drop down for this payment method.

1y Payment Methods		
		<b>₽</b> → <u>Save</u> <u>Cancel</u>
NSTRUCTIONS: MUST complete and SAVE to activate Direct D	Jeposit.	
*What do you want to call this payment method?	Payment Type	
My Checking	B Direct Deposit	
*Organization Payment Method	*Bank Account	
	04312 123456	~ <b>—</b> E
SEC Limited Direct Deposit	· · · · · · · · · · · · · · · · · · ·	

### F. Click Save

The 2-Step Direct Deposit Payment Method is complete. The **My Payment Methods** section should look like example below:

My Payment Methods		- Add
My Checking	100 %	1
04312		
123456		