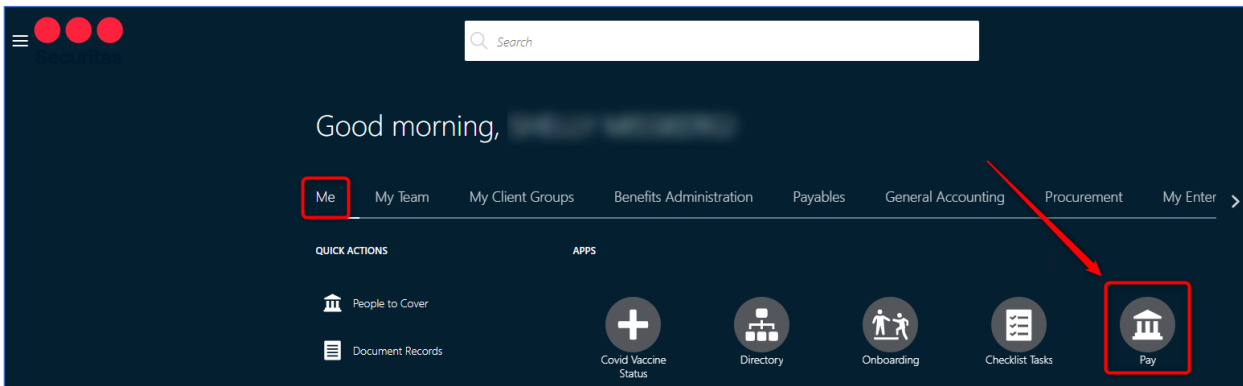


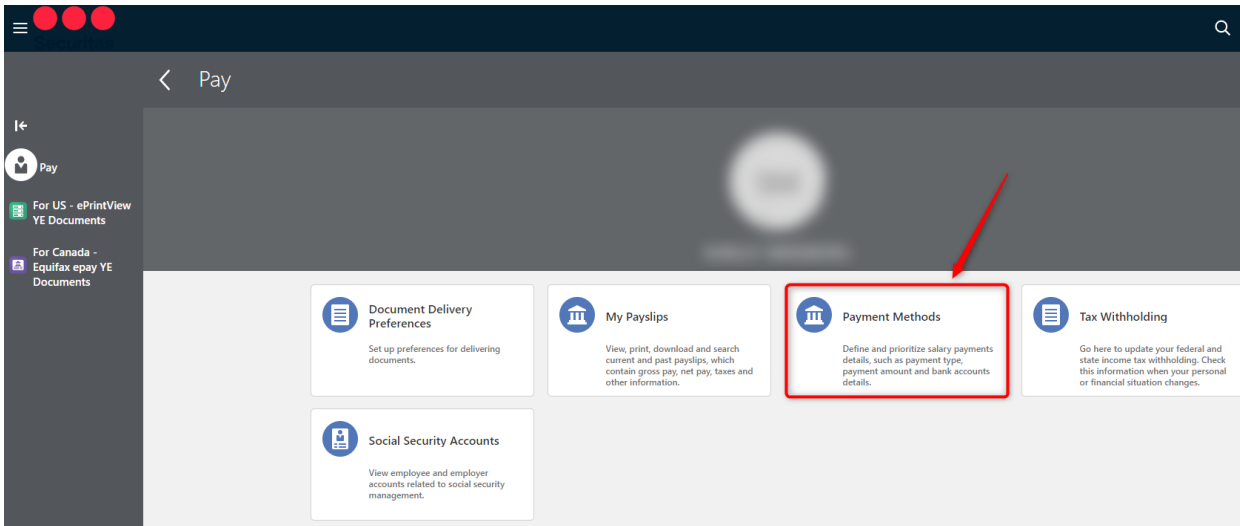
Setting up Direct Deposit

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 

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: [US Direct Deposit Setup](#)
*For Canada employees: [Canada Direct Deposit Setup](#)

Payroll Relationship

Bank Accounts 

B. ***ACCOUNT NUMBER** - Enter your account number.

C. ***BANK** – Use the drop-down box and select [Search...](#)

Bank Accounts

*For United States - **Routing Number** : Enter the routing number to locate your routing number and branch.
*For Canada - **Search Bank and Bank Branch number.**

Save Cancel

*Account Number

*Bank

*Bank Number ABN AMRO BANK NV 240

*Bank Branch AGF TRUST COMPANY 560

*Branch Transit Number AIRLINE FINANCIAL CREDIT UNIO... 830

ALL TRANS FINANCIAL SERVS. CR... 810

ALTERNA SAVINGS AND CREDIT U... 842

AMERICAN EXPRESS CS TRAVELL... 369


AMEX BANK OF CANADA 303

ANZ BANK CANADA 272

ARNSTEIN COMMUNITY CREDIT U... 808

ATB FINANCIAL 219

In order for your bank to display, you MUST click Search

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

Bank Accounts

*For United States - **Routing Number** : Enter
*For Canada - **Search Bank and Bank Branch**

*Account Number

*Bank

*Bank Number

*Bank Branch

*Branch Transit Number

Search and Select: Bank

Search

Bank Name

Bank Code

Bank Name	Bank Code
ROYAL BANK OF CANADA	003
US BANK NATIONAL ASSOCIATION...	003

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

Bank Accounts

***For United States - Routing Number : Enter the routing number to locate your routing number and branch.**
***For Canada - Search Bank and Bank Branch number.**

Save Cancel

*Account Number

*Bank

*Bank Number ← E

*Bank Branch ← F

*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
10TH AVE & SASAMAT BR	07600	ROYAL BANK OF CANADA
1136 CENTRE ST BRANCH	05076	ROYAL BANK OF CANADA
118TH & 40TH (BEVERLY)	05229	ROYAL BANK OF CANADA
1349 LONDON RD BRANCH	04312	ROYAL BANK OF CANADA
19 RIDEAU ST BRANCH	01517	ROYAL BANK OF CANADA
15 KING ST E BRANCH	03692	ROYAL BANK OF CANADA

In order for your bank branch to display, you MUST click Search

Search

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

Search and Select: Bank Branch

Search

Advanced

** At least one is required

** Bank Branch

** Branch Number ← G

** Bank

Search Reset

Bank Branch	Branch Number	Bank	BIC Code
1349 LONDON RD BRANCH	04312	ROYAL BANK OF CANADA	
ROYAL BANK OF CANADA 003-04312	04312	ROYAL BANK OF CANADA	

OK Cancel

- H. Click **Save**

Bank Accounts

H → Save Cancel

*Account Number


*Bank

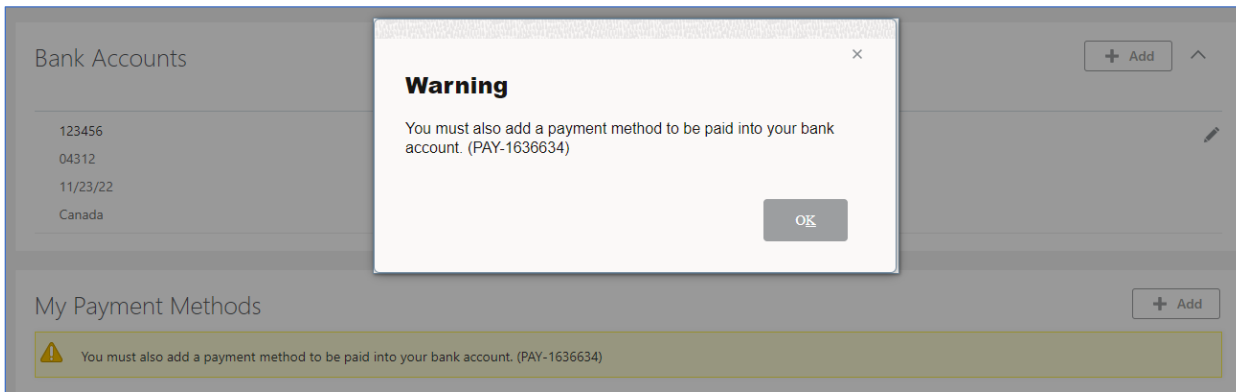
*Bank Number

*Bank Branch

*Branch Transit Number

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 



Step 2: Add Payment Methods

A. In the **My Payment Methods** section, click 

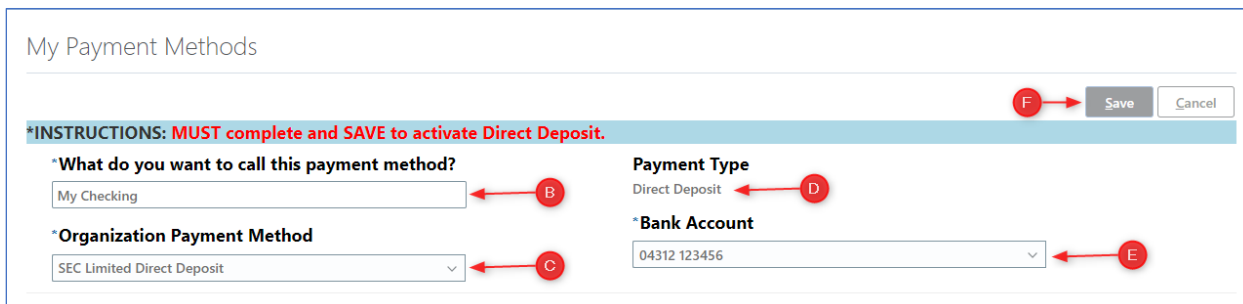


B. ***What do you want to call this payment method?** – Enter a name for this account.

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.



F. Click 

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

