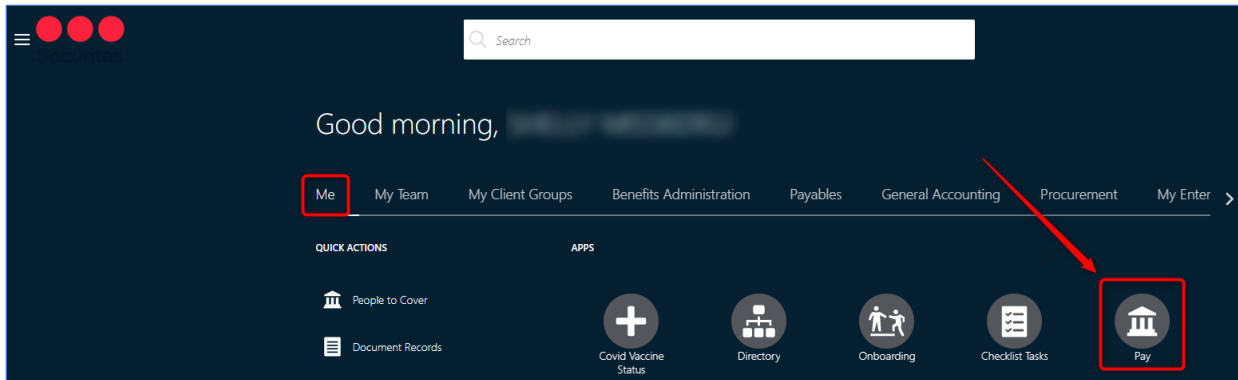


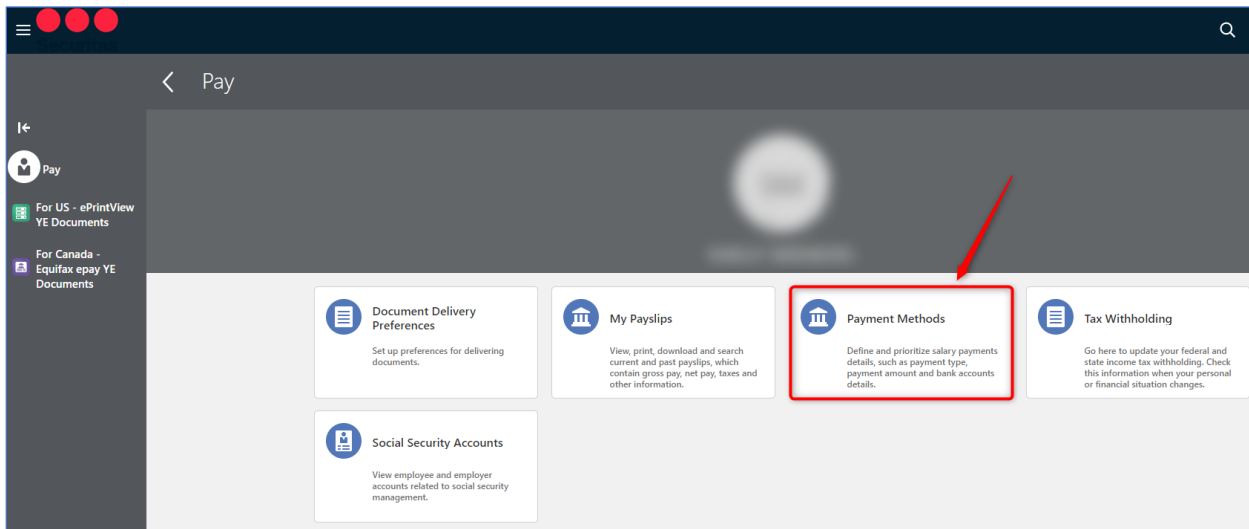
# Setting up Direct Deposit

## 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. **\*ACCOUNT TYPE** - Select  or  or  from drop-down box.
- D. **\*ROUTING NUMBER** – Enter your Routing Number slowly until you see your bank in the pop-up list and select it.
- E. Click 


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.**

\*Account Number  

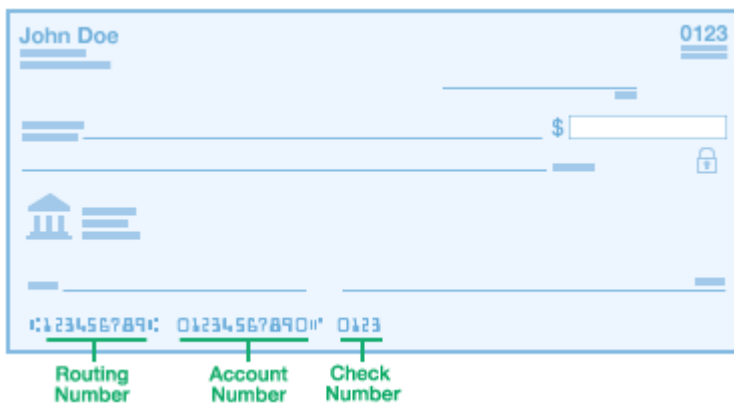
\*Account Type  

\*Routing Number  

Bank  
Bank Branch

- 071900456 All Banks US 071900456-AMCORE BANK N A ROCKFORD
- 071900595 All Banks US 071900595-FIRST NATIONAL BANK OF JOLIET
- 071900760 All Banks US 071900760-OLD 2ND NATL BK AURORA
- 071900825 All Banks US 071900825-HARRIS BANK AURORA
- 071900883 All Banks US 071900883-CALUMET NATIONAL BANK
- 071900948 All Banks US 071900948-FIRST NATIONAL BANK OF CHICAGO

More...



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

\*Account Type

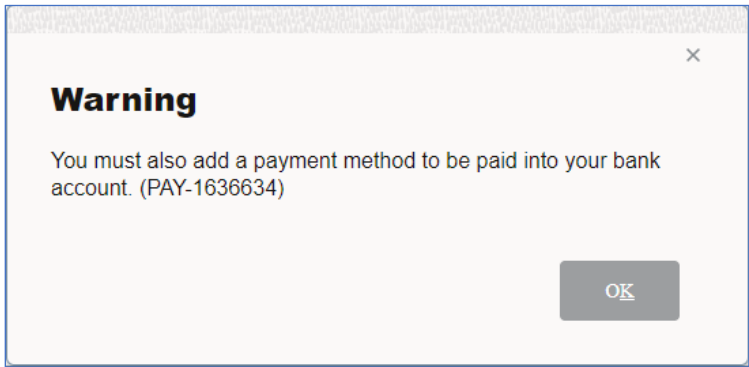
\*Routing Number  ⓘ

Bank All Banks US

Bank Branch 071900948-FIRST NATIONAL BANK OF CHICAGO

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



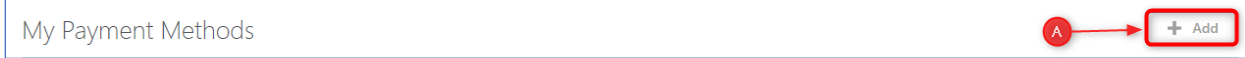
Under My Payment Methods you will also see the following message reminding you to complete Step 2.

My Payment Methods

⚠ You must also add a payment method to be paid into your bank account. (PAY-1636634)

## Step 2: Add Payment Methods

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

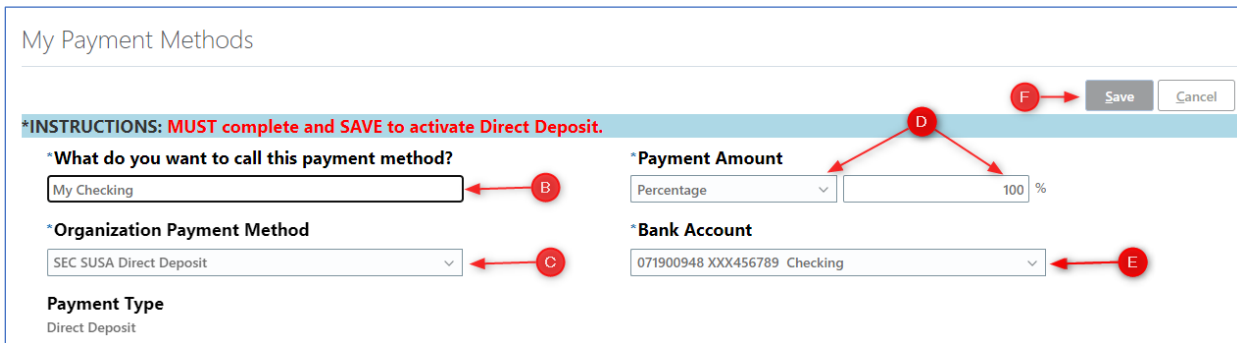


B. **\*What do you want to call this payment method?** – Enter a name for this account.

C. **\*Organization Payment Method** – Select **Direct Deposit** from the drop-down box.

D. **\*Payment Amount** – Select **Percentage** or **Amount** from the drop down, then enter percentage or amount to deposit into this account (field must be completed when splitting pay into multiple accounts).

E. **\*Bank Account** – Select the bank account from the drop down for this payment method.



My Payment Methods

**\*INSTRUCTIONS: MUST complete and SAVE to activate Direct Deposit.**

**\*What do you want to call this payment method?**  B

**\*Organization Payment Method**  C

**\*Payment Amount**   D

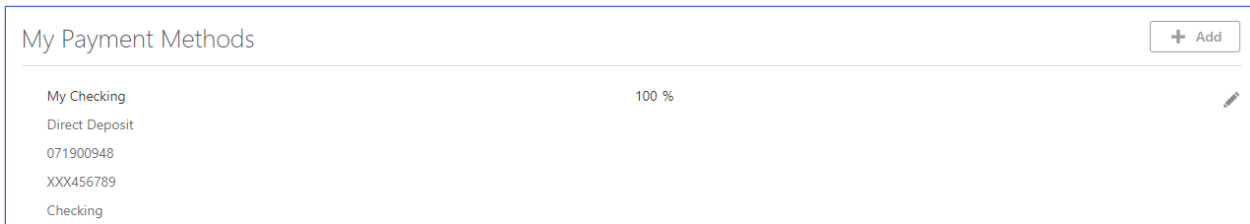
**\*Bank Account**  E



**Payment Type**  
Direct Deposit

F

F. Click 

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



My Payment Methods		
My Checking	100 %	
Direct Deposit		
071900948		
XXX456789		
Checking		