Setup Direct Deposit
Canada

Your paycheck will be provided via Direct Deposit. Complete the instructions below to let us know where to deposit your paycheck.

**Prerequisite:** You MUST be enrolled in Securitas OneID Multifactor Authentication before you can set up Direct Deposit. *(instructions to enroll in OneID are on the login screen of the Securitas OneID portal at oneid.securitasinc.com)*

**Use a PC or Mobile device**
with internet connection to
set up Direct Deposit.

1. Login at the Securitas OneID portal at
   [oneid.securitasinc.com](http://oneid.securitasinc.com)

   ![Login Screen](image1.png)

   Enter your email address (your username) and your password, and click ‘sign in’

   ![Dashboard](image2.png)

   **This brings you to your Securitas OneID dashboard**

2. Click **Oracle** (Oracle Production HR, Payroll, Finance)

   ![Oracle Production](image3.png)

   **Click ‘Oracle Production (HR, Payroll, Finance)’**
On your Oracle home screen:

3. Click the ‘Me’ tab, then click ‘Pay’

On the Payroll screen:

4. Select Payment Methods

Add Bank Account

5. Click ‘+ Add’
Let us know where to deposit your paycheck.

Search and Select your Bank

**Note:** the ‘Bank’ and ‘Bank Number’ fields will now auto-populate

Identify your bank branch
To complete setup, apply your Bank Account information to the ‘My Payment Methods’ section:

Click ‘+Add’

Enter a name for this account, such as ‘direct deposit.’

Select the bank account from the drop-down list for this payment method.

Click ‘Save’
Your ‘My Payment Methods’ section should look like the example below:

<table>
<thead>
<tr>
<th>Name of payment method</th>
<th>'100%' assumes 100% of your pay is going into this single account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking Account</td>
<td></td>
</tr>
<tr>
<td>Direct Deposit</td>
<td></td>
</tr>
<tr>
<td>00846</td>
<td></td>
</tr>
<tr>
<td>123456</td>
<td></td>
</tr>
<tr>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>