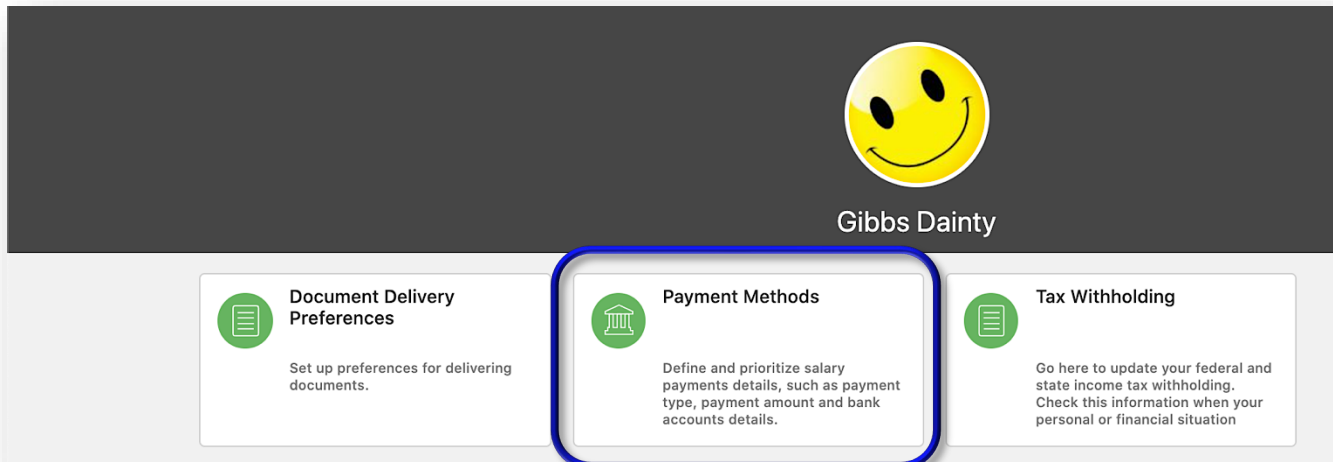


## Payment Methods

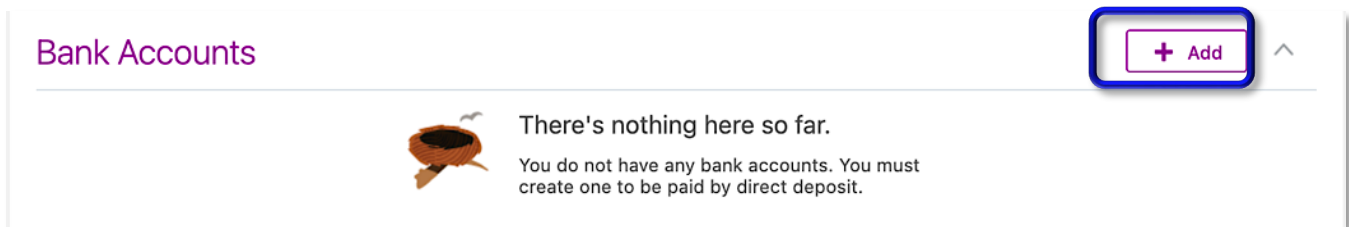
From the main **Pay** screen, click the **Payment Methods** tile. Here, you can define your paycheck method (check vs direct deposit). *Direct Deposit is preferred.* You can also add or change the Direct Deposit bank account here.



If you already had one set up, under **Bank Accounts**, you should see your direct deposit account listed at the top.

## Add a Bank Account

If you are new to the county and entering your bank account for the first time (or just need to add a new account) click the **Add** to the right of Bank Accounts.



Enter the **Account Number** and select the **Account Type**. In the **Bank** field, begin typing the bank name and select it from the list of values (circled below).

A screenshot of the 'Bank Accounts' form. The title 'Bank Accounts' is at the top left. There are 'Save' and 'Cancel' buttons at the top right. The form fields are: '\*Account Number' (7778899999), '\*Account Type' (Checking), '\*Bank' (great), '\*Bank Branch' (Greater Texas Federal Credit Union - 314977337 314977337), and '\*Routing Number'. The '\*Bank' dropdown menu is highlighted with a blue border, showing a list of bank names.

In the **Bank Branch** field, hit the drop-down and you should see the bank name and the routing number. Check this versus one of your checks to make sure it's correct. If you're not sure where to find your routing number on a check, click the **i** bubble (see star below) and Oracle will show you where everything displays on a check. After double-checking everything, hit **Save** at the top right.

**Bank Accounts**


\*Country United States

Account Number XXXXXX9999


\*Account Type Checking

\*Bank Greater Texas Federal

\*Bank Branch Greater Texas Federal

\*Routing Number 314977337 

**Save** **Cancel**





Now you should see the bank account listed under **Bank Accounts** (see star below). If you want part of your check going into any other account, add that account as well. You still need to set the account to receive your paycheck so scroll down to the **My Payment Methods** section (see arrow below).


**Bank Accounts** **+ Add**

XXXXXX9999	Active
314977337	
Checking	
2/24/2021	

**My Payment Methods** **+ Add**






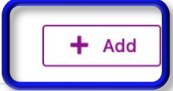
 There's nothing here so far.  
To define your payment methods, click add.

### Adding the New Account as a Payment Method

**\*\*Note: If your check will go into multiple accounts, we always recommend adding the account where your remaining pay is going first. For example, if you want 10% of your check going into Savings and the remaining pay going into Checking, add the Checking Payment Method first. Hit Add in the My Payment Methods section.**

**My Payment Methods** **+ Add**

 There's nothing here so far.  
To define your payment methods, click add.



Enter a name for this payment method in the 1<sup>st</sup> field (1 below). The **Payment Type** (2 below) will default to direct deposit. If this is your only bank account in Oracle, the **Bank Account** field will default. Now hit **Save**.

The screenshot shows the 'My Payment Methods' form. Callout 1 points to the text input field for the name, containing 'My Checking'. Callout 2 points to the 'Payment Type' dropdown menu, which is set to 'Direct Deposit'. Callout 3 points to the 'Bank Account' dropdown menu, which is set to '314977337 XXX9999 Checking'. The 'Save' button is highlighted with a blue box.

Your check will go into the account as specified.

### Editing or Deactivating a Bank Account

If you need to edit (or deactivate) a bank account already on file, from the home screen, click **Me -> Pay**. Then click the **Payment Methods** tile. Under the **Bank Accounts** section, click the pencil icon to the right of the account you need to edit.

The screenshot shows the 'Bank Accounts' list. A table contains one entry with the following details: Account Number: XXXXXX9999, Status: Active, Account Type: Checking, and Date: 2/24/2021. A pencil icon is circled in blue to the right of the entry. The '+ Add' button is visible in the top right corner.

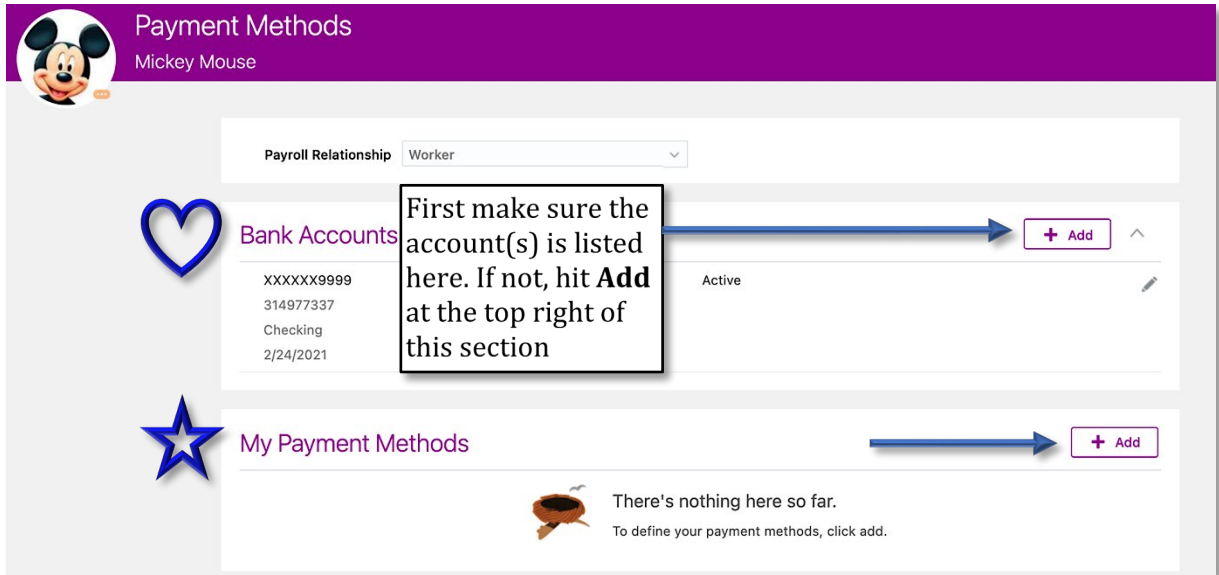
Update any fields as necessary. If you no longer use this bank, you can deactivate it by unchecking the **Active** setting (circled below). If you deactivate an account, don't forget to update your **My Payment Methods** section (further down this screen) as well.

The screenshot shows the 'Bank Accounts' edit form. Callout 1 points to the 'Active' checkbox, which is checked. Callout 2 points to the 'Save' button. The form fields include: Country (United States), Account Number (XXXXXX9999), Account Type (Checking), Bank (Greater Texas Federal), Bank Branch (Greater Texas Federal), and Routing Number (314977337).

Click **Save** when done.

## Adding a New Payment Method

If you need to add a new account to which your check you can also do that under **Payment Methods**. From the home screen, click **Me -> Pay**. Then click the **Payment Methods** tile. First make the account(s) you want to use are listed under the **Bank Accounts** section here (see heart below). If you need to add an account, follow the steps listed previously in this handout to add a bank account. Then scroll down to the **My Payment Methods** section below.



If an account you want some of your check going to is not listed under the **My Payment Methods** section (see star above), click **Add** in that section. Enter a name for the payment method (1 below). The type defaults to Direct Deposit. In the Payment Amount drop-down (2 below), you can choose whether to have a set amount go into this account or a percentage of your check go into it. Select either **Percentage** or **Amount** there. Then enter either the percentage of your check (or flat amount) you want to hit this account in the next field (3 below). Finally, select the account from the **Bank Account** drop-down (4 below). When you're done, hit **Save** (circled below).

**My Payment Methods**

1 \*What do you want to call this payment method?  
My Savings

\*Payment Type  
Direct Deposit

2 \*Payment Amount  
Percentage

3

4 \*Bank Account  
043000261 XXXXXX3333 Savings  
314977337 XXXXXX9999 Checking

Save Cancel

## Editing the Distribution of Your Check to Your Accounts (change the % or amount)

If all of your bank accounts are already listed under Bank Accounts and Payment Methods and you just need to change how much goes where, you can do that as well. From the home screen, click **Me** -> **Pay**. Then click the **Payment Methods** tile. Scroll down to the **My Payment Methods** section. Now you can click the pencil icon by an account to edit the percentage or amount going into that account.

**My Payment Methods** Reorder + Add

<b>My Savings</b>	100 %	
Direct Deposit		
043000261		
XXXXXX3333		
Savings		
<b>My Checking</b>	Remaining Pay	
Direct Deposit		
314977337		
XXXXXX9999		
Checking		

I clicked the pencil to edit **My Savings** (the 1<sup>st</sup> account listed). I can change from Percentage to Amount. I can also change the actual percentage or flat dollar amount going to this account. Additionally, I have the option to delete this account from my payment methods. After making any changes, hit **Save**.

**My Payment Methods** Delete Save Cancel

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

\*Payment Amount  
Percentage  %

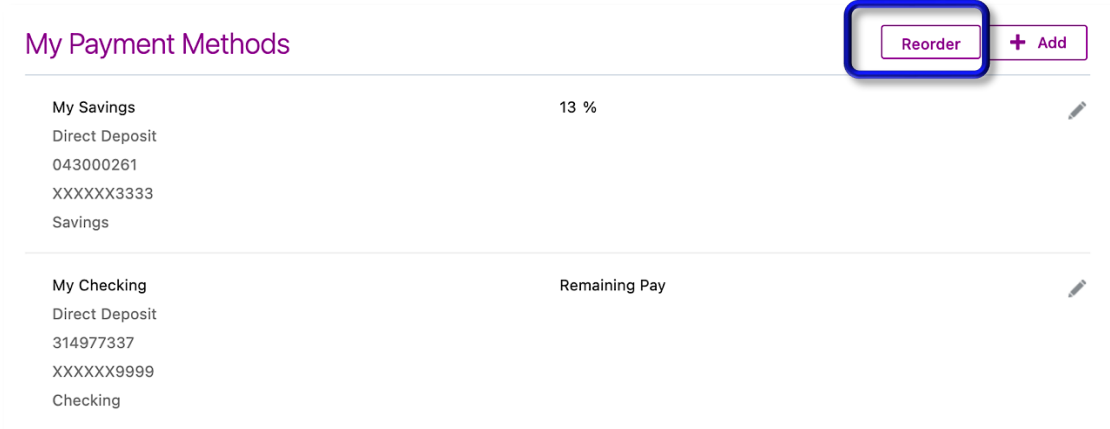
Payment Type  
Direct Deposit

\*Bank Account  
043000261 XXXXXX3333 Savings

<b>My Checking</b>	Remaining Pay
Direct Deposit	
314977337	
XXXXXX9999	
Checking	

## Reorder Payment Methods

As previously mentioned, we recommend adding the payment method where your *remaining pay* is going first. If you didn't do that, you can reorder your Payment Methods. From the Payment Methods screen, scroll down to My Payment Methods. Click **Reorder**.



Use the arrows (circled below) to move the account where you want remaining pay going to the bottom of the screen. Click **Save and Close** when you're done.

