

Guide for Setting Up Direct Deposit

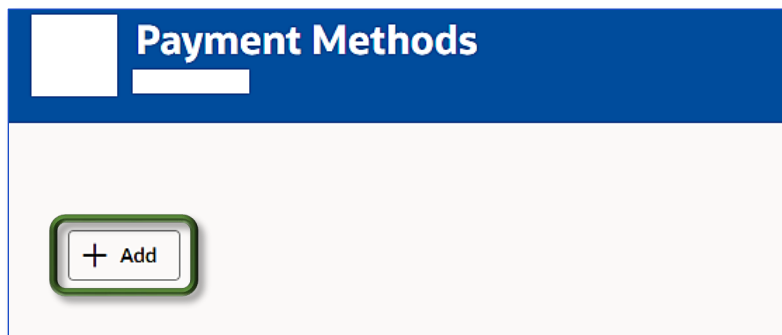
Payment Methods

If you need to change or add a bank account for direct deposit, go to **Me – Pay**. Then click the **Payment Methods** tile. If you already have a bank account set up for pay, you will see it here.

Adding a Bank Account

****Note:** If your check will go into multiple accounts, we always recommend adding the account where your **remaining** pay is going here 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.*

Click the **+Add** button.



In the **New Payment Method** window, give this account a nickname (a below). Then select the **Payment Type** of **Direct Deposit** (b below). Under **Bank Details**, set the dot next to **New Account** (c below). Then enter your account number in the **Account Number** field (d below). Select the type of account this is in the next field (e below).

New Payment Method

Details

What do you want to call this payment met...
My Checking

Payment Type
Direct Deposit

Bank Details

Select an account

☒ New Account ☐ Existing Account

Account Number
7778889955

Account Type
Checking

In the routing number field, start typing the routing number (see star below), then you can select it from the list of choices (see arrow below). Then hit **Create** (circled below).

New Payment Method

Details

What do you want to call this payment met...
My Checking

Payment Type
Direct Deposit

Bank Details

Select an account

☒ New Account ☐ Existing Account

Account Number
7778889955

Account Type
Checking

Routing Number
113193

Bank

113193532

Citibank, N.A. -
113193532

Citibank, N.A.
113193532

Cancel

Create

Splitting Your Direct Deposit Between Multiple Accounts

Follow the steps in [Payment Methods](#) and [Adding a Bank Account](#) section of this guide (starting on page 1) to add the account where your *remaining* pay will go first. Then click **+Add** to add the new account.

Payment Methods

+ Add

Direct Deposit

US Direct Deposit-E4792-1

111017694

12/11/2020

100%

✓

Approved

Give the account a nickname (see a below). Since I am adding my savings account, I will call mine “Savings.” The **Payment Type** (b below) will default to the last payment method you entered. You can change that will the drop-down. To split the check, you can either enter a certain dollar **Amount** to go into this account or you can have a **Percentage** of your check go into this account. Choose the appropriate method in the **Payment Amount** drop-down (c below). Then, depending on whether you chose Amount or Percentage in the Payment Amount drop-down, enter either the amount of money you want to go into this account, or the percentage of your check in field d, respectively.

New Payment Method

Details

What do you want to call this payment me...
Savings **a**

Payment Type
Direct Deposit **b**

Payment Amount
Percentage **c**

Percentage
10 **d**

In the **Bank Details** section, if the account is already set up in the system, select **Existing Account** (highlighted in yellow below), then select the account from the drop-down (not shown). If you're adding the account now, leave the dot on **New Account** (highlighted in green below). Then type your account number into it's field (a

below). Select the type of account (b in image).

Begin typing your **Routing Number** into the corresponding field (c in image), then select your bank from the list of choices. Then hit **Create** (circled).

Your paycheck will be distributed to the accounts as you chose.

Select an account

☒ New Account ☐ Existing Account

Account Number 999888777 **a**

Account Type Savings **b**

Routing Number 113193 **c**

Bank

113193532	Citibank, N.A. - 113193532	Citibank, N.A. 113193532
-----------	----------------------------	--------------------------

Cancel Create