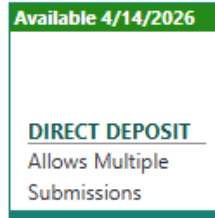




HOW TO ADD DIRECT DEPOSIT

Click on “Direct Deposit” in Employee Access



Enter your Routing Number, Account Number, Account Type and select the box for Employee Net Payroll Direct Deposit. Then click “Complete & Review”

Direct Deposit Information

1 of 1 Step 1 (Required) Save & Exit Complete & Review >

Direct Deposit Information (Required)

Review

NKELE, EMILY PATRICIA

Update your Direct Deposit information as needed.

UPDATED DIRECT DEPOSIT ACCOUNT

*Routing Number 12340000

*Direct Deposit Account Number 00001234

Account Type Checking

Employee Net Payroll Direct Deposit

Vendor Accounts Payable Direct Deposit

Check the box for “I confirm that all of the above information is correct to the best of my ability.” And then click “Submit Form”

Direct Deposit

1 of 1 Review Save & Exit < Previous Submit Form >

Direct Deposit Information (Required)

Review

NKELE, EMILY PATRICIA

Please review the request change to your direct deposit.

STEP 1: DIRECT DEPOSIT INFORMATION

UPDATED DIRECT DEPOSIT ACCOUNT

*Routing Number 324377516

*Direct Deposit Account Number 1234000

Account Type Checking

Employee Net Payroll Direct Deposit

Vendor Accounts Payable Direct Deposit

I confirm that all of the above information is correct to the best of my ability.