Payment Election—enroll and manage direct deposit

**STEP 1**

- From your Home page, click on the “Pay” worklet.

Alternate: Click on your name in upper right corner and click “View Profile.”

Click the “Pay” tab

**STEP 2**

- Click on the “Payment Elections” button, on the change column.
Employee Self-Service Training Aid | Payment Elections — enroll and manage direct deposit

**STEP 3**

- If you are enrolling for the first time, you will see this screen.
- Click “Add Elections”

**STEP 4**

- For new or additional account, click “Add Account”
- To modify account, click “Change Account”
- To remove any accounts, click “Delete Account” (See note)

**Note:**

Deleting accounts: Before you can delete an account, you must add a new one and assign payment allocation to that new account.
**STEP 5**

Note: If you click, Add or Change, you will get the same window. If you select “Change,” your current bank information will display. If you click “Add,” all fields will be blank.

- **Select “Account Type”**
- Following sample check, type “Bank Name,” “Routing Transit Number” and “Account Number”
- **Click “Ok”**

All fields with a red asterisk is required.

**STEP 6**

- If you are enrolling for the first time your paycheck will default to your first account listed.
- **Click “Done”**
- To allocate your pay to more than one account, you must repeat Step 5 for each account.

Once these are set:
- **Click, “Change Election”**

Repeat Step 5 for more accounts. To allocate, move to Step 6.
STEP 7

- Click the “plus” + sign to open another row.

STEP 8

- Click on the prompt for “Country.” Select “United States of America”
- “Currency” will default to USD
- Click the prompt for “Payment time.” Select “Direct Deposit”
- Click on the prompt for “Account.” Select additional account.
- In “Balance/Amount/Percent,” select proper allocations.

Note:

If you choose “percent” all accounts must add up to zero. If you chose dollar amount for one account, “balance” will default to other account. If more than two accounts, one account must have “balance” selected.