

# Self Service Portal – Direct Deposits

Set up and edit your direct deposit accounts.

**Smart Tips**

- Select **Direct Deposit** from the Pay section of the self service portal to access this screen.
- Use this single screen to set up one or more direct deposit accounts.
- Users who do not establish a main account may receive a live check.

**Smart Tip**

From the drop down, select **Add New Direct Deposit Account** to add a new account, or select the **Account Type** to edit the account information.

## Add or Edit Account

Add New Direct Deposit Account ▾

- Add New Direct Deposit Account
- Savings - Bank Of America, N.A. [898435]
- Checking - Citibank NA [92956624]

Additional Deposit Account

**Account Type**

Checking

**Smart Tip**

Select Checking, Savings, or Pay Card as the **Account Type**.

**Account Number**

**Routing Number**

**Smart Tip**

Enter the **Routing Number** and **Account Number** without spaces, dashes, or symbols. Make sure to verify the **Name on the Account**.

**Bank Name**

**Name on Account**

Marie E. Adams

Name should match the name on file with your banking institution

**Account Description**

-- Select -- ▾

**Pre-Note Date**

11/10/2015



Skip Pre-Note

**Block Special?**

**Smart Tips**

- Bank **Routing Numbers** are typically nine digit numbers. The system will not allow saving of an incorrect **Routing Number**.
- Note that bank deposit slips may display the bank's internal routing and transmit numbers which to not accept direct deposits.



Save

Delete

# Self Service Portal – Direct Deposits

## Manage Direct Deposit Accounts

### Smart Tip

To change the order in which money is deposited into additional deposit accounts, select the radio button adjacent to the applicable account and click the blue up or down arrow to move the account.

### Main Account - Your net check will go here

Routing	Account	Type	Bank Name	Pre-Note Date	Block Special
021000089	92956624	Checking	Citibank NA	01/15/2011	

### Additional Deposit Account(s)

↑ ↓	Routing	Account	Type	Bank Name	Amount	Pre-Note Date	Block Special
<input checked="" type="radio"/>	081904808	898435	Savings	Bank Of America, N.A.	5%	01/15/2011	

### Add or Edit Account

Add New Direct Deposit Account ▼

### Smart Tip

To edit or delete an existing account, select the account from the drop down.

### Smart Tip

To add an additional account, check the **Additional Deposit Account** box ; select the **Amount Type** and enter the **Amount**.

### Bank Account

#### Account Type

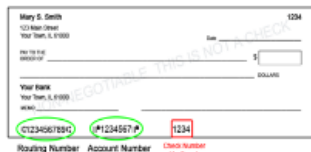
Checking ▼

#### Account Number

#### Name on Account

Marie E. Adams

Name should match the name on file with your banking institution



Save

Delete

#### Routing Number

#### Bank Name

#### Account Description

-- Select -- ▼

#### Pre-Note Date

11/10/2015

Skip Pre-Note

#### Block Special?

### Additional Deposit Account

#### Amount Type

-- Select -- ▼

#### Amount

### Smart Tips

- If the **Amount Type** is Flat, enter the dollar amount to be deposited in the **Amount** field.
- If the **Amount Type** is Percent, enter the percentage as a whole number.
- If the **Amount Type** is Net Minus, enter the dollar amount to be paid on a live check with the balance directly deposited into the main account.