Direct Deposit is used to add or change how to receive payment for each type of pay. Follow the steps below to complete this process.

1. From the **Your Home Landing Page**, click the **Expenses** worklet

2. Click **Payment Elections** under the **View** menu, click **Payment Elections**

3. Select **Payment Type**. Check **Expense** and **Payroll** under Use for Pay Type

4. Complete **Account Information**:  
   - Account Nickname (optional)  
   - Account Type  
   - Bank Name  
   - Routing Transit Number  
   - Account Number  
   - Under **Additional Information**, enter your bank’s identification code

5. Click **OK**