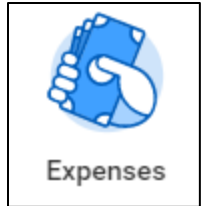


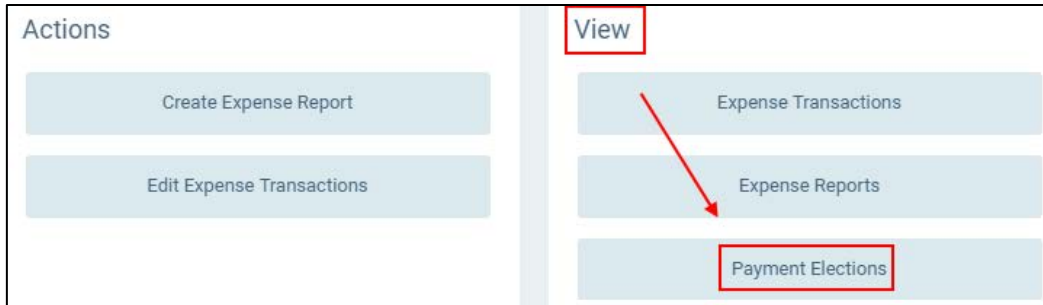
Direct Deposit

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.

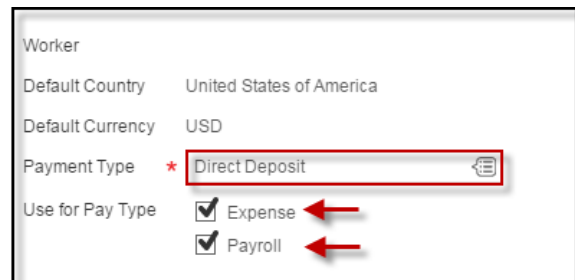
1. From the **Your Home Landing Page**, click the **Expenses** worklet



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

Account Information	Additional Information
Account Nickname (optional) <input type="text"/>	Bank Identification Code <input type="text"/>
Account Type * <input checked="" type="radio"/> Checking <input type="radio"/> Savings	
Bank Name * <input type="text"/>	
Routing Transit Number * <input type="text"/>	
Account Number * <input type="text"/>	

5. Click **OK**