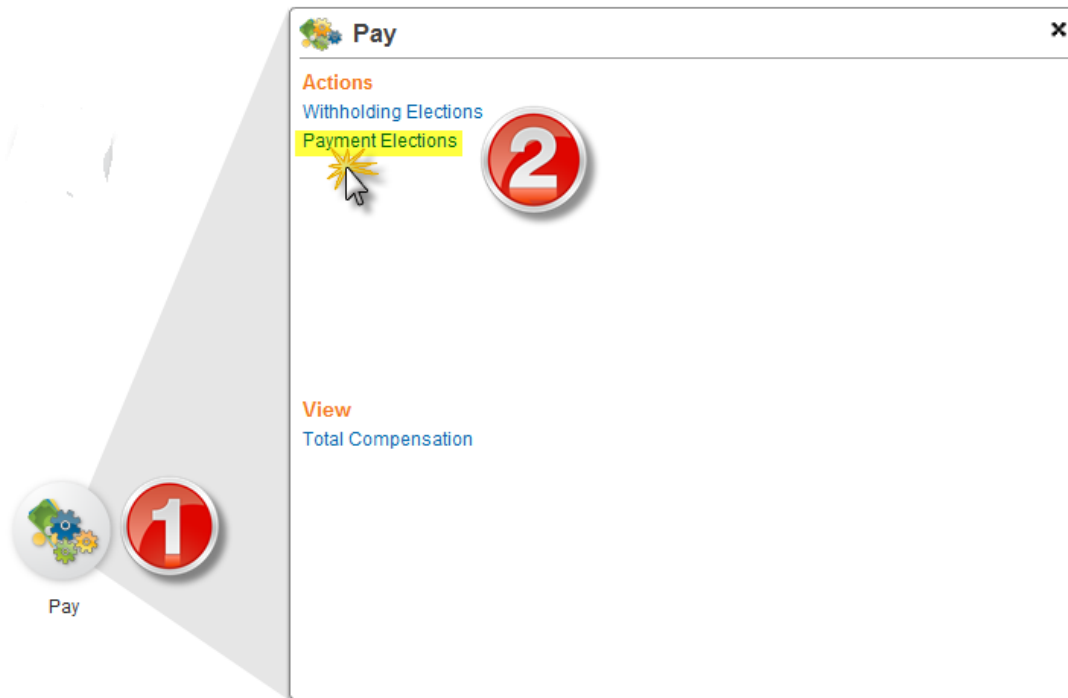


# Add Direct Deposit

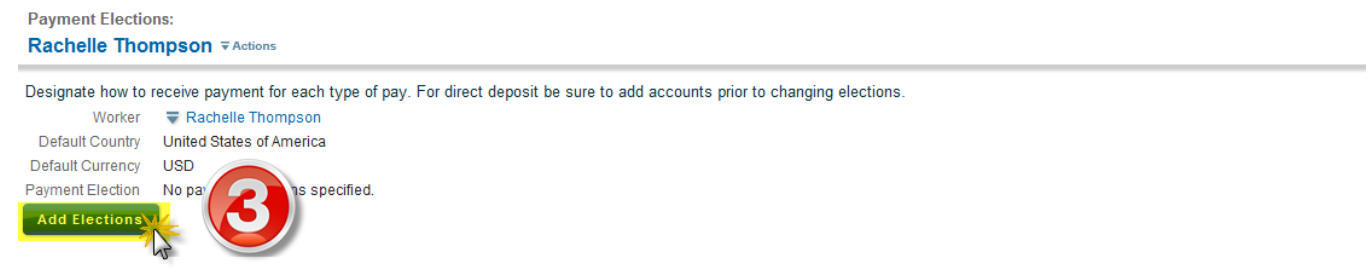
**Step 1:** On the Homepage, click the **Pay Worklet**.



**Step 2:** Click on **Payment Elections**.



**Step 3:** Click on **Add Elections**.



**Step 4:** Complete the form by filling out the highlighted boxes. Then click **OK**.

**\*\* Make sure to uncheck Expense Payments before entering in the payment type from the drop down menu.**

Select how to receive payment for the selected types of pay. If selecting direct deposit, also set up an account to use. You can add additional accounts later.

Worker: Rachelle Thompson /  
Default Country: United States of America  
Default Currency: USD  
Payment Type: \* [ ]  
Use for Pay Type:  Expense Payments  Regular Payments

**4** Uncheck Expense Payments

**Account Setup**

Worker: Rachelle Thompson /  
Sample Check

Jonathon Doe  
4321 Main St.  
Anywhere, CA 94000

DATE: \_\_\_\_\_ \$ \_\_\_\_\_ Dollars

YOUR BANK NAME  
9876 1st St.  
Anywhere, CA 94000

DO NOT INCLUDE Check #

⑆ 23456789 ⑆ 0001234567890 ⑆ 987654321

9 Digit Routing # Between the 12 symbols      Account # Include all zeros

**Account Information**

Account Nickname (optional) \_\_\_\_\_

Account Type: \*  Checking  Savings

Bank Name: \* \_\_\_\_\_

Routing Transit Number: \* \_\_\_\_\_

Account Number: \* \_\_\_\_\_

OK Cancel



### Tips to Know!

You can add up to three separate accounts (checking/savings).

Any new account/changes to an account will take up to two pay periods to take effect.