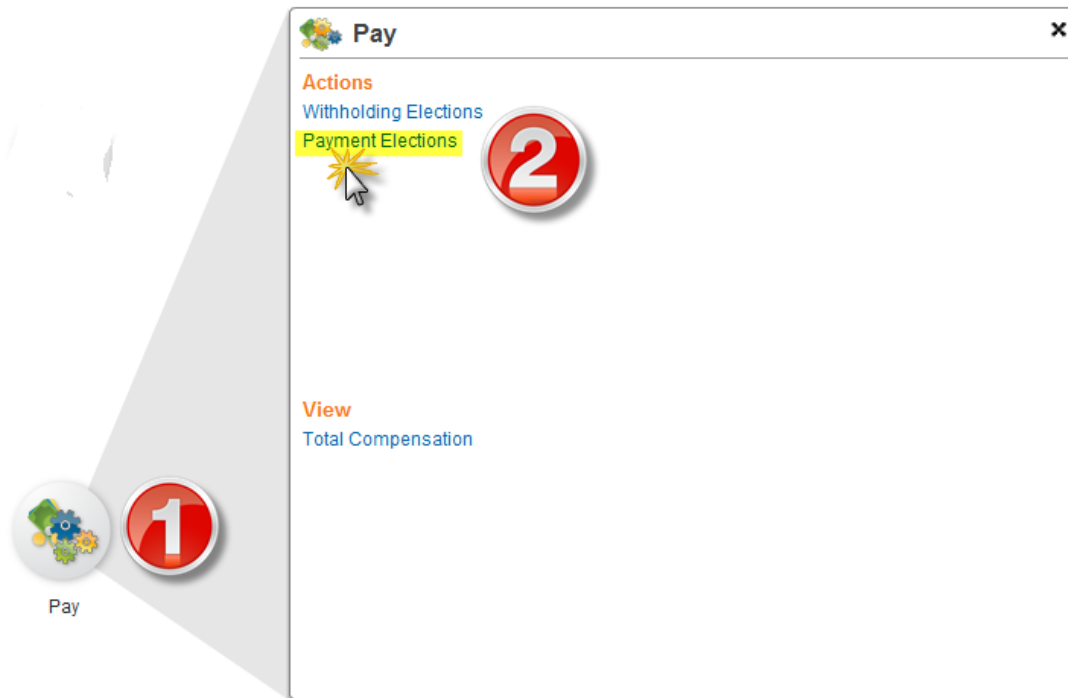


# Add Direct Deposit

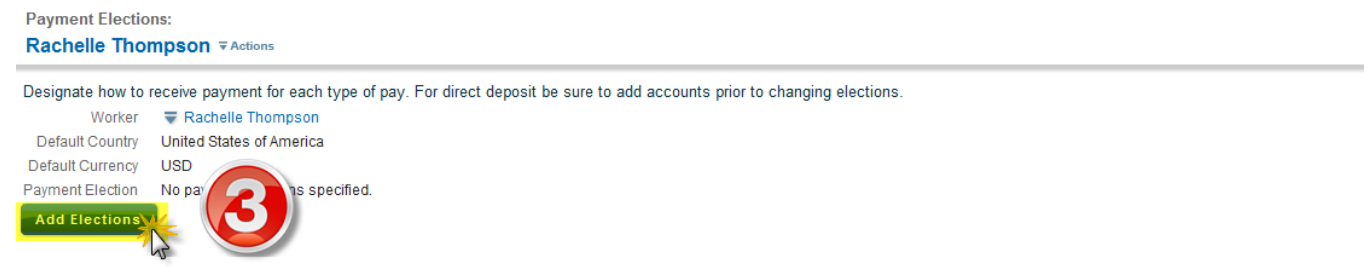
**Step 1:** On the Homepage, click the **Pay Worklet**.



**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  
**Uncheck Expense Payments**

**Account Setup**

Worker **Rachelle Thompson** /  
Sample Check

Jonathon Doe  
4321 Main St.  
Anywhere, CA 94000

DATE \_\_\_\_\_

\$ \_\_\_\_\_ Dollars

YOUR BANK NAME  
0070 1st St.  
Anywhere, CA 94000

DO NOT INCLUDE  
Check # \_\_\_\_\_

⑆ 233456789 ⑆ 0001234567890 ⑆ 00123

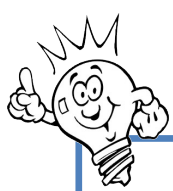
9 Digit Routing #  
Between the 12 symbols

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.