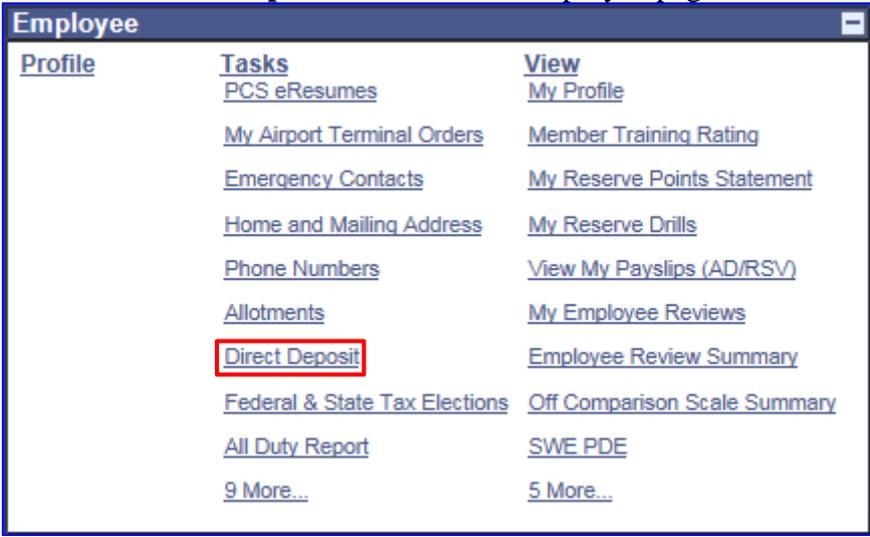
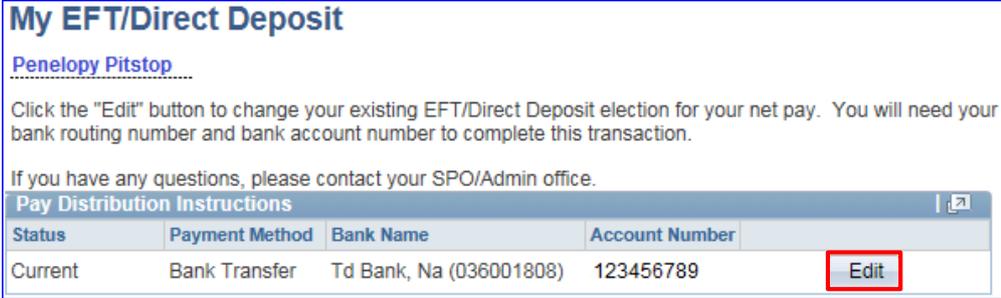


# Self Service – Direct Deposit

**Introduction** This guide provides the procedures for members to edit Direct Deposit account information.

**Procedures** See below.

Step	Action										
1	<p>Select the <b>Direct Deposit</b> link from the Employee pagelet.</p>  <p>The screenshot shows a window titled "Employee" with three columns: Profile, Tasks, and View. The "Direct Deposit" link under the Tasks column is highlighted with a red box.</p>										
2	<p>The current <b>EFT/Direct Deposit</b> account information will display. Click the <b>Edit</b> button.</p>  <p>The screenshot shows the "My EFT/Direct Deposit" page for Penelopy Pitstop. It includes instructions and a table of pay distribution instructions. The "Edit" button in the table is highlighted with a red box.</p> <table border="1" data-bbox="352 1447 1342 1554"> <thead> <tr> <th>Status</th> <th>Payment Method</th> <th>Bank Name</th> <th>Account Number</th> <th></th> </tr> </thead> <tbody> <tr> <td>Current</td> <td>Bank Transfer</td> <td>Td Bank, Na (036001808)</td> <td>123456789</td> <td><b>Edit</b></td> </tr> </tbody> </table>	Status	Payment Method	Bank Name	Account Number		Current	Bank Transfer	Td Bank, Na (036001808)	123456789	<b>Edit</b>
Status	Payment Method	Bank Name	Account Number								
Current	Bank Transfer	Td Bank, Na (036001808)	123456789	<b>Edit</b>							

*Continued on next page*

## Self Service – Direct Deposit, Continued

---

Procedures, continued

Step	Action
3	<p data-bbox="352 461 1050 495">The <b>My EFT/Direct Deposit</b> page can now be edited.</p> <div data-bbox="352 495 1283 994"><p data-bbox="360 495 679 528"><b>My EFT/Direct Deposit</b></p><p data-bbox="360 533 533 555"><a href="#">Pennelope Pitstop</a></p><p data-bbox="360 564 1262 640">Please specify a routing number and account number. Reference a check or statement from your bank account to obtain your account number and routing number or contact your bank to obtain this information. If you have any questions, please contact your SPO/Admin office.</p><p data-bbox="360 654 647 676"><b>Distribution Instruction Details</b></p><p data-bbox="400 689 727 712">Distribution Method: Bank Transfer</p><p data-bbox="400 725 932 748">*Account Type: <input type="text" value="Checking"/> </p><p data-bbox="400 770 1203 792">*Routing Number: <input type="text" value="314074269"/> (Be sure to verify; this must be 9 digits)</p><p data-bbox="400 815 1187 837">*Account Number: <input type="text" value="1234567890"/> (Limited to 17 characters; no spaces)</p><p data-bbox="400 860 847 882">Bank Name: Usaa Federal Savings Bank</p><p data-bbox="400 958 517 987"><input type="button" value="Save"/></p></div> <p data-bbox="352 1039 1114 1072"><b>Account Type:</b> Click the drop-down and make a selection.</p> <p data-bbox="352 1111 1369 1218"><b>Routing Number:</b> Enter the 9 digit routing number. After entering the routing number, press the Tab key. The Bank Name will populate for verification. It is critical to ensure the correct banking institution is displayed.</p> <p data-bbox="352 1256 1294 1328"><b>Account Number:</b> Enter the account number. Verify the accuracy of the account number before saving the transaction.</p> <p data-bbox="352 1366 1369 1438">Ensure both the <b>Routing</b> and <b>Account Numbers</b> are completely aligned to the <b>left</b> of the blocks (make sure there are no spaces before the number).</p> <p data-bbox="352 1476 1334 1547">When completed, and banking information has been verified, click the <b>Save</b> button.</p>