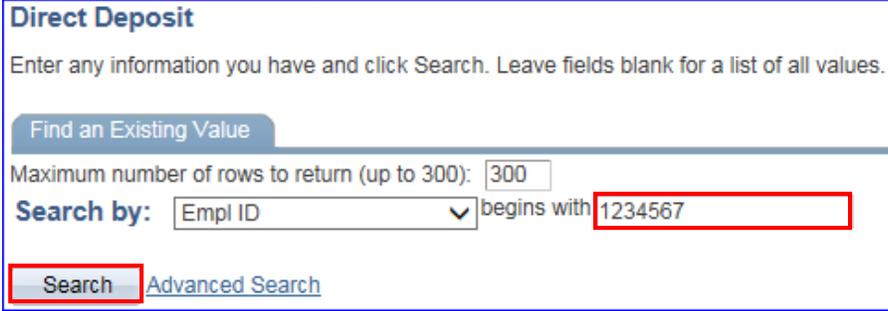
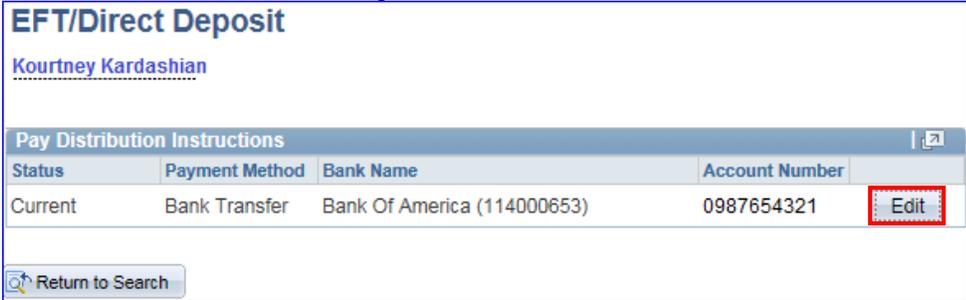


Direct Deposit

Introduction This guide provides the procedures for how to change a member's Direct Deposit in Direct Access.

Procedures See below.

Step	Action
<p>1</p>	<p>Click the Direct Deposit link from the Active & Reserve Pay Shortcuts pagelet.</p> 
<p>2</p>	<p>Enter the member's Empl ID and then click Search.</p> 
<p>3</p>	<p>The member's current EFT/Direct Deposit information will be displayed. Click the Edit button to make changes.</p> 

Continued on next page

Direct Deposit, Continued

Procedures,
continued

Step	Action															
<p>4</p>	<p>The Effective Date will automatically populate and cannot be edited. Begin by selecting the appropriate Account Type. Then enter the Routing and Account Numbers. Make sure both the Routing and Account Numbers are completely aligned to the left of the blocks (cannot have any spaces before the number). When finished, click Save. Then select the Return to Summary link.</p> <div data-bbox="375 674 1312 1241" style="border: 1px solid black; padding: 5px;"> <p>EFT/Direct Deposit</p> <p>Kourtney Kardashian</p> <hr/> <p>Distribution Instruction Details</p> <p>Distribution Method: Bank Transfer Effective Date: 02/16/2015</p> <p>*Account Type: Checking ▼</p> <p>*Routing Number: 314074269 (Be sure to verify; this must be 9 digits)</p> <p>*Account Number: 1234567890 (Limited to 17 characters; no spaces)</p> <p>Bank Name: Usaa Federal Savings Bank</p> <p style="text-align: center;">Save</p> <p style="text-align: center;">Return to Summary</p> <p>Return to Search</p> </div>															
<p>5</p>	<p>The member's Current and Future EFT/Direct Deposit will be shown.</p> <div data-bbox="375 1314 1321 1614" style="border: 1px solid black; padding: 5px;"> <p>EFT/Direct Deposit</p> <p>Kourtney Kardashian</p> <hr/> <p>Pay Distribution Instructions</p> <table border="1" data-bbox="375 1444 1321 1562"> <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>Bank Of America (114000653)</td> <td>0987654321</td> <td style="text-align: center;">Edit</td> </tr> <tr> <td>Future</td> <td>Bank Transfer</td> <td>Usaa Federal Savings Bank (314074269)</td> <td>1234567890</td> <td style="text-align: center;">Edit</td> </tr> </tbody> </table> <p>Return to Search</p> </div>	Status	Payment Method	Bank Name	Account Number		Current	Bank Transfer	Bank Of America (114000653)	0987654321	Edit	Future	Bank Transfer	Usaa Federal Savings Bank (314074269)	1234567890	Edit
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