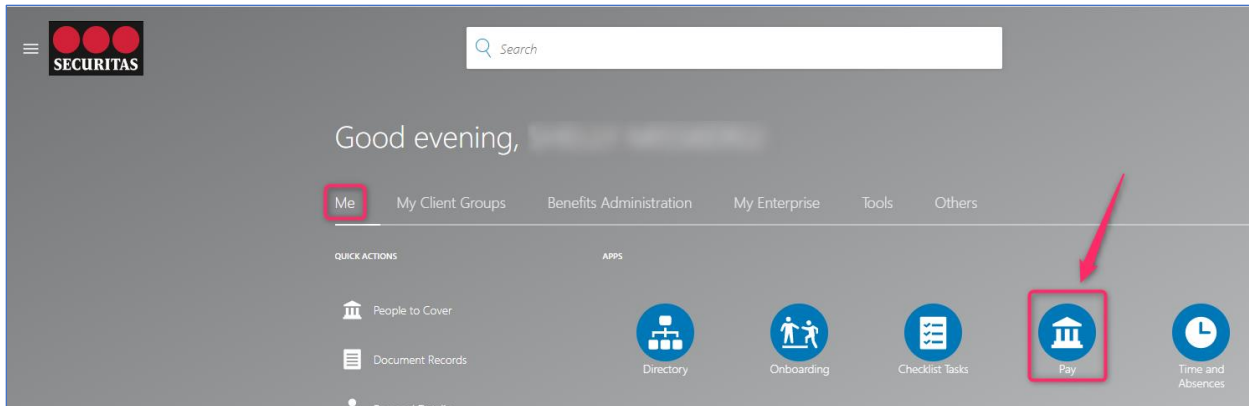


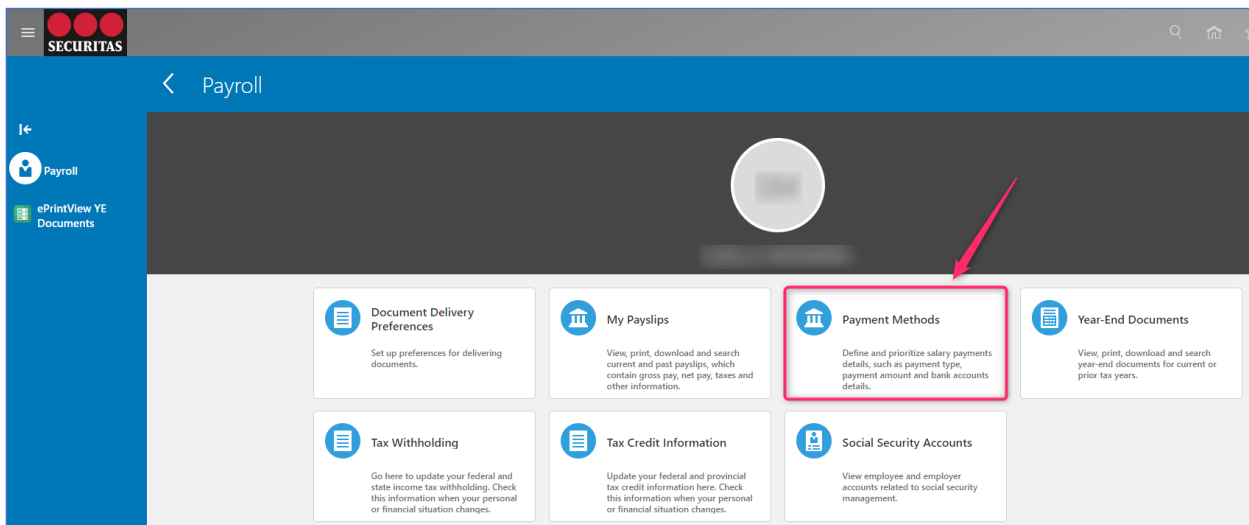
Setting up Direct Deposit

Login to Direct Access

1. Click the **Pay** icon



2. Select **Payment Methods**



Setting up your Direct Deposit is a **2-step process**.

- **Step 1:** Add Bank Accounts
- **Step 2:** Add My Payment Methods

Step 1: Add Bank Account

- A. In the **Bank Accounts** section, click 

Setting up Direct Deposit is a two step process:

Step 1) Complete and save Bank Account section

Step 2) Complete and save My Payment Methods section

*Link to Setup Instructions: [Direct Deposit Setup](#)

Bank Accounts



*Bank: User must select 'All Banks US' before entering the Bank Branch.

*Bank Branch: Enter the routing number to locate your routing number and branch.

- B. ***ACCOUNT NUMBER** - Enter your Account Number.
- C. ***ACCOUNT TYPE** - Select or or from drop-down box.
- D. ***BANK** - Select **ALL BANKS US** from drop-down box.
- E. ***BANK BRANCH** – Enter your Routing Number slowly until you see your bank in the pop-up list and select it.

Bank Accounts

*Bank: User must select 'All Banks US' before entering the Bank Branch.

*Bank Branch: Enter the routing number to locate your routing number and branch.

*Account Number

*Account Type

*Bank

*Bank Branch

*Routing Number

011000028-STATE STREET BANK A...	011000028	All Banks US
011000138-BANK OF AMERICA	011000138	All Banks US
011000206-BANK OF AMERICA	011000206	All Banks US
011000390-FLEET NATIONAL BANK	011000390	All Banks US
011001234-MELLON BANK	011001234	All Banks US
011001276-ONEUNITED BANK	011001276	All Banks US
011001742-FLEET NATIONAL BANK	011001742	All Banks US
011002343-BOSTON PRIVATE	011002343	All Banks US
011002343-BOSTON PRIVATE BK & ...	011002343	All Banks US
011002550-WAINWRIGHT BANK & T...	011002550	All Banks US

Search...

- F. Click

Bank Accounts

*Bank: User must select 'All Banks US' before entering the Bank Branch.

*Bank Branch: Enter the routing number to locate your routing number and branch.



*Account Number

*Account Type

*Bank

*Bank Branch

*Routing Number

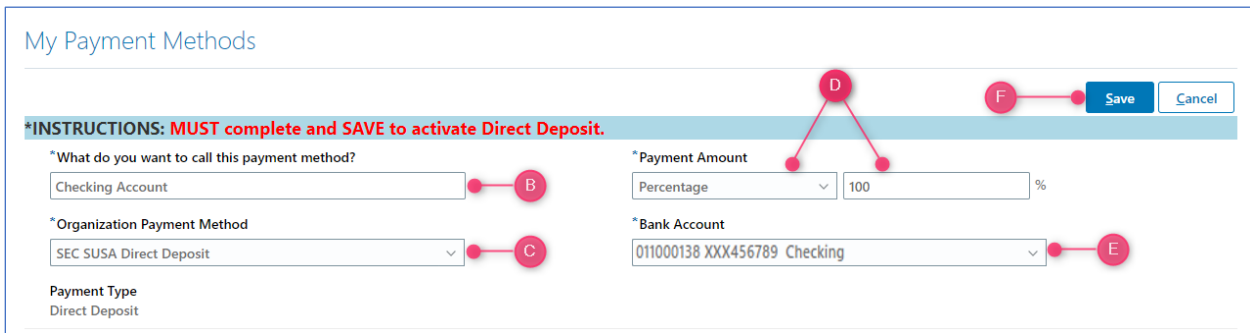
Bank Account information has now been entered and is ready to be applied in **My Payment Methods** to complete setup.

Step 2: Add Payment Methods

- A. In the **My Payment Methods** section, click 



- B. ***What do you want to call this payment method?** – Enter a name for this account.
- C. ***Organization Payment Method** – Select **Direct Deposit** from the drop-down box.
- D. ***Payment Amount** – Select **Percentage** or **Amount** from the drop down, then enter percentage or amount to deposit into this account (field must be completed when splitting pay into multiple accounts).
- E. ***Bank Account** – Select the bank account from the drop down for this payment method.



- F. Click 

The 2-Step Direct Deposit Payment Method is complete. The **My Payment Methods** section should look like example below:

