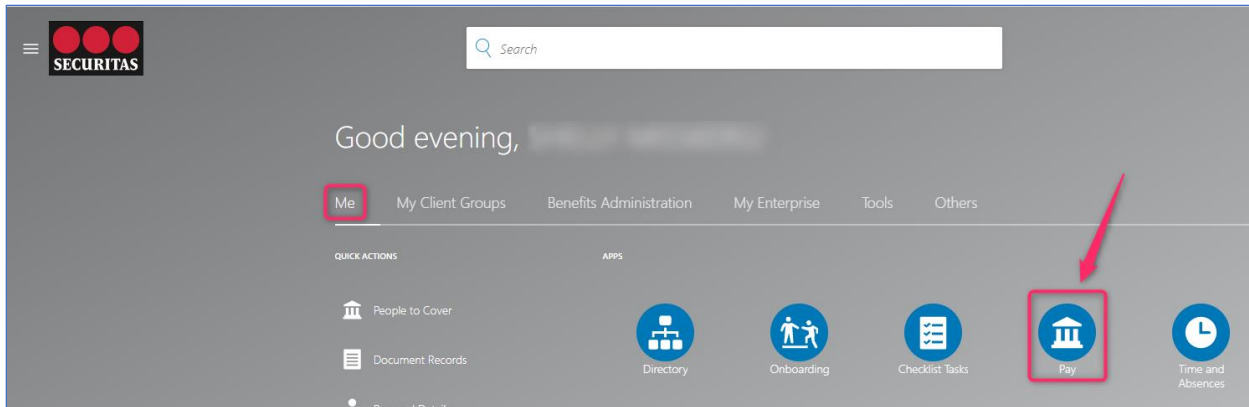


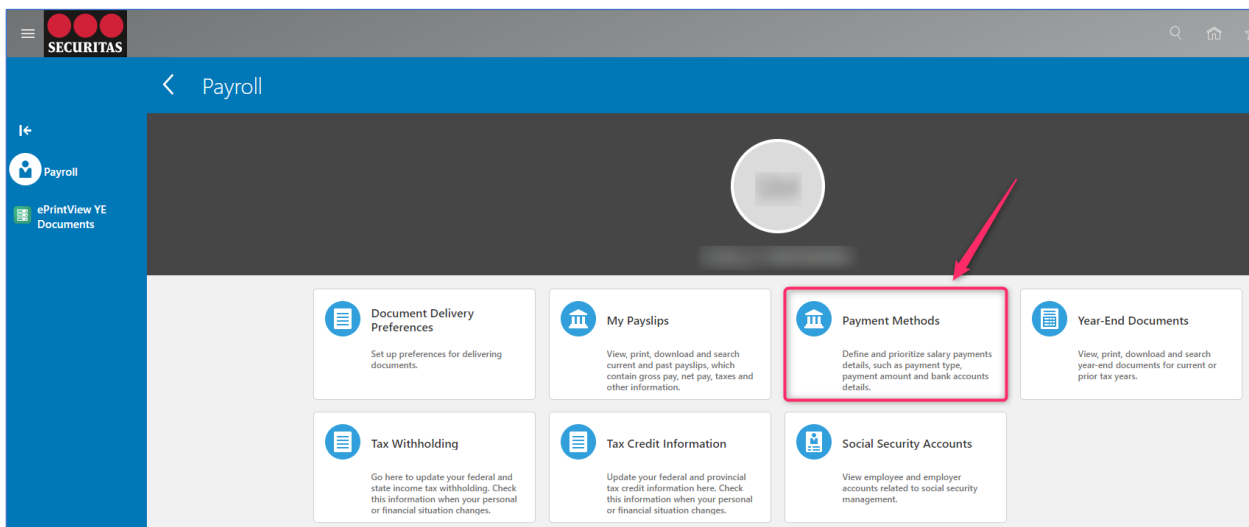
# Setting up Direct Deposit

## 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



  ^

- b. **\*ACCOUNT NUMBER** - Enter your account number.  
c. **\*BANK** – Use the drop-down box and select [Search...](#)

Bank Accounts

\*Account Number  


\*Bank  

\*Bank Number



\*Bank Branch

\*Branch Transit Number

ABN AMRO BANK NV	240
AGF TRUST COMPANY	560
AIRLINE FINANCIAL CREDIT UNIO...	830
ALL TRANS FINANCIAL SERVS. CR...	810
ALTERNA SAVINGS AND CREDIT U...	842
AMERICAN EXPRESS CS TRAVELL...	369
AMEX BANK OF CANADA	303
ANZ BANK CANADA	272
ARNSTEIN COMMUNITY CREDIT U...	808
ATB FINANCIAL	219

- d. **\*Bank:** Enter your 3-digit code and select your bank code (it will turn blue) and click .

Bank Accounts


\*Account Number



\*Bank

\*Bank Number


\*Bank Branch



\*Branch Transit Number

**Search and Select: Bank** 



 Search 

Bank Name

Bank Code  

Bank Name	Bank Code
ROYAL BANK OF CANADA	003
US BANK NATIONAL ASSOCIATION...	003

- e. **\*BANK NUMBER** – This will auto-populate.

f. **\*BANK BRANCH** – Use the drop-down arrow and select the **Search...** .

\*Account Number 123456  
\*Bank ROYAL BANK OF CANADA  
\*Bank Number 003  
\*Bank Branch [dropdown]  
\*Branch Transit Number

01433-ROYAL BANK OF CANADA	01433	ROYAL BANK OF CANADA
1000 ISLANDS MALL BRANCH	00852	ROYAL BANK OF CANADA
1048 BARRYDOWNNE RD BR	05032	ROYAL BANK OF CANADA
105 MAIN ST	03442	ROYAL BANK OF CANADA
10TH AVE & SASAMAT BR	07600	ROYAL BANK OF CANADA
1136 CENTRE ST BRANCH	05076	ROYAL BANK OF CANADA
118TH & 40TH (BEVERLY)	05229	ROYAL BANK OF CANADA
1349 LONDON RD BRANCH	04312	ROYAL BANK OF CANADA
139 RIDEAU ST BRANCH	01517	ROYAL BANK OF CANADA
1405 KING ST E BRANCH	03692	ROYAL BANK OF CANADA

Search...

g. **\*Branch Number** – Enter your 5-digit branch number and click **Search...** . Select your bank (it will turn blue) and click **OK** .

Search and Select: Bank Branch

\*\* Bank Branch [input]  
\*\* Branch Number 04312  
\*\* Bank [input]

Search Reset

Bank Branch	Branch Number	Bank	BIC Code
1349 LONDON RD BRANCH	04312	ROYAL BANK OF CANADA	
ROYAL BANK OF CANADA 003-04312	04312	ROYAL BANK OF CANADA	

OK Cancel

h. Click **Save**

Bank Accounts


\*Account Number 123456  
\*Bank ROYAL BANK OF CANADA  
\*Bank Number 003  
\*Bank Branch ROYAL BANK OF CANADA  
\*Branch Transit Number 04312


Save Cancel

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

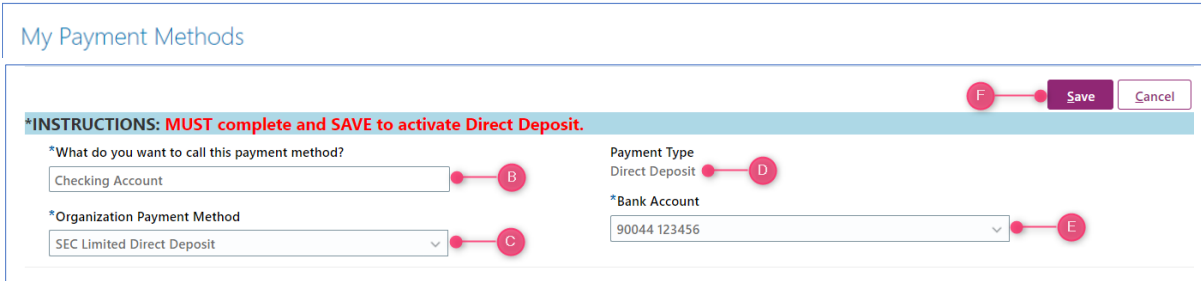
## Step 2: Add Payment Methods



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




My Payment Methods 


- b. **\*What do you want to call this payment method?** – Enter a name for this account.  
c. **\*Organization Payment Method** – This will be selected for you.  
d. **\*Payment Amount** – This will be selected for you.  
e. **\*Bank Account** – Select the bank account from the drop down for this payment method.





My Payment Methods  

**\*INSTRUCTIONS: MUST complete and SAVE to activate Direct Deposit.**

\*What do you want to call this payment method?  
 

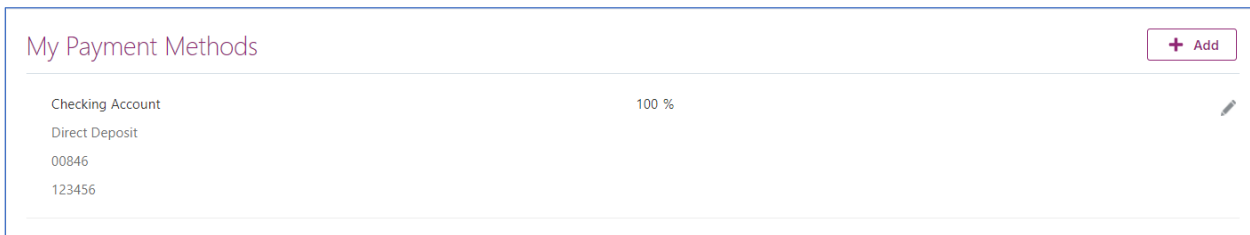
Payment Type  
Direct Deposit 


\*Organization Payment Method  
 


\*Bank Account  
 

- f. Click 

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



My Payment Methods 

Checking Account	100 %	
Direct Deposit		
00846		
123456		