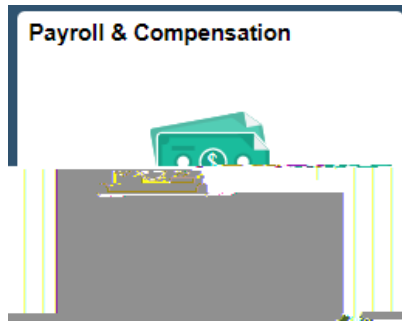
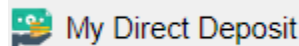


# Direct Deposit

1. Login to [HR Self-Service](#) and click the *Payroll & Compensation* tile.

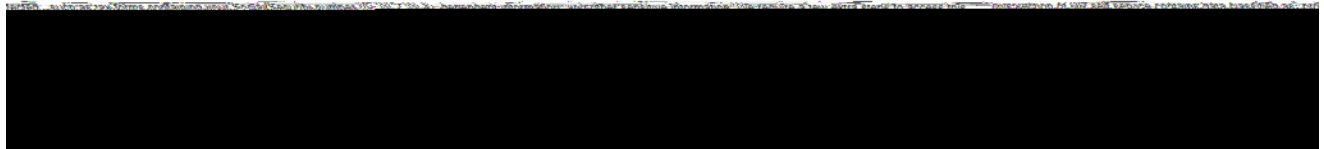


2. Select *My Direct Deposit* from the listing on the left.



3. Direct Deposit is secured behind your social security number. Enter the last 4 digits of your SSN.

My Secure Self Service  
Welcome to Secure Self Service.



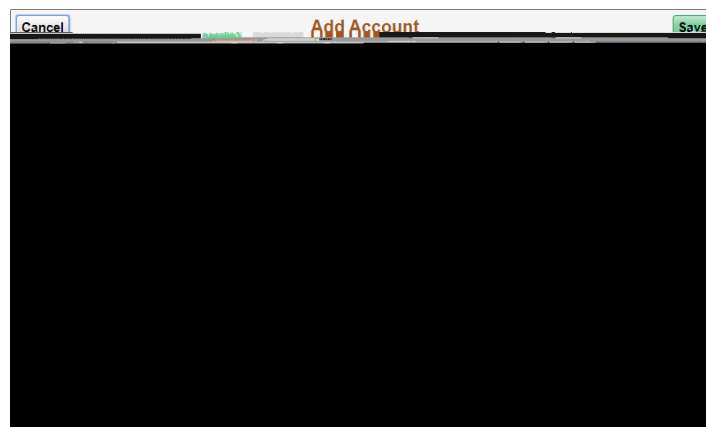
4. Click the + sign to add a new account.

## Direct Deposit

Accounts

| Order | Nickname    | Payment Method | Routing Number | Account Number | Account Type | Amount/ Percent   |
|-------|-------------|----------------|----------------|----------------|--------------|-------------------|
| Last  | Checking999 | Direct Deposit | 211384214      | 7592210923     | Checking     | Remaining Balance |

5. Fill out the below fields to set up your account:



6. Add a *Nickname* to your account.
7. Designate your *Payment Method* as *Direct Deposit*.

\*Payment Method

|                |
|----------------|
| Direct Deposit |
| Check          |
| Direct Deposit |

Routing Number

8. Indicate your *Routing Number* and *Account Number*.
9. Select your *Account Type*.

10. Select your *Deposit Type*. *Remaining Balance* will deposit your entire check into the designated account.

\*Deposit Type

|                   |
|-------------------|
| Remaining Balance |
| Amount            |
| Percent           |
| Remaining Balance |

11. *Save* your changes.