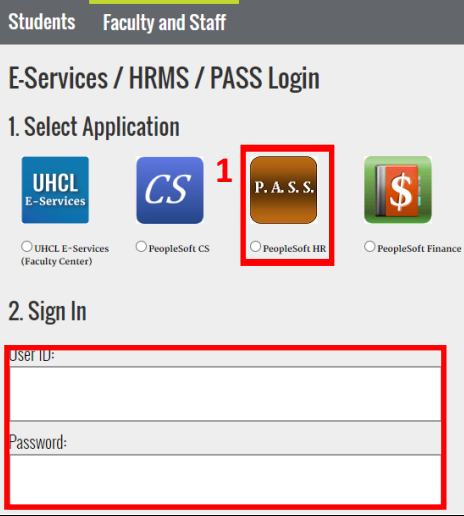


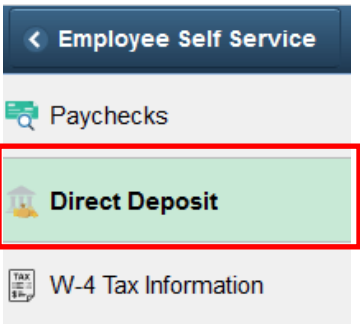


<p>Go to the <a href="#">E-Services</a> page.</p> <p>1. Select P.A.S.S. or PeopleSoftHR.</p> <p>2. Login with your User ID and Password</p> <p>3. Click Sign In.</p>						
<p>4. Click the Payroll &amp; Compensation tile.</p>						
<p>5. Click on Direct Deposit.</p> <p>6. Click Add Account to add an account.</p>		<p><b>Direct Deposit</b></p> <p><b>Your name will appear here</b></p> <p>Review or modify your direct deposit. Due</p> <p><b>Direct Deposit Details</b></p> <table border="1" data-bbox="1045 1381 1437 1535"> <thead> <tr> <th>Account Type</th> <th>Routing Number</th> </tr> </thead> <tbody> <tr> <td>Checking</td> <td></td> </tr> </tbody> </table> <p>6 <b>Add Account</b></p>	Account Type	Routing Number	Checking	
Account Type	Routing Number					
Checking						

<p>7. Before you are able to make a change, as an added security feature, you <u>must</u> confirm the information of your <u>primary</u> account.</p>	<p>As an added security feature, you must first verify the routing number and account number of your 'primary' account (this may be your only account, or the account in which the majority of your paycheck is deposited, out of several that you have set up) before making any changes to your direct deposit.</p> <p>For assistance, please contact the Payroll Department or the <a href="#">Direct Deposit</a> page.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block;"> <p>7 Routing Nbr <input type="text"/></p> <p>Account Nbr <input type="text"/></p> </div> <p style="text-align: right;"><a href="#">View Check Example</a></p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p>
<p>8. Enter the bank routing number.</p> <p>9. Enter the account information and select Account Type and Deposit Type.</p> <p>10. Read the direct deposit information and select the check box to indicate authorization and click Submit.</p> <p><i>You will only be able to make a change to your direct deposit information once a day.</i></p>	<p style="text-align: center;">Direct Deposit</p> <p style="text-align: center;"><b>Add Direct Deposit</b></p> <div style="border: 2px solid red; padding: 2px; text-align: center;">Your name will appear here</div> <p>Your Bank Information</p> <p>8 <input type="text" value="Routing Number"/> <a href="#">View Check Example</a></p> <p>Distribution Instructions</p> <div style="border: 2px solid red; padding: 5px;"> <p>9 Account Number <input type="text"/></p> <p>Retype Account Number <input type="text"/></p> <p>*Account Type <input type="text" value="v"/></p> <p>*Deposit Type <input type="text" value="v"/></p> <p>Amount <input type="text"/></p> <p>*Deposit Order <input type="checkbox"/> (Example: 1 = First Account Processed)</p> </div> <p><i>*Please note: If this is a secondary account, the deposit order cannot be 999. Enter any other 3 digits.</i></p> <p>10 <input checked="" type="checkbox"/> Check this box to acknowledge authorization above and enable saving changes.</p> <div style="border: 2px solid red; padding: 2px; text-align: center; width: fit-content; margin-left: auto;">Submit</div>

**\*\*\*If you are making a change to your primary account please know you cannot delete it. You can only edit and replace the routing and account number.**