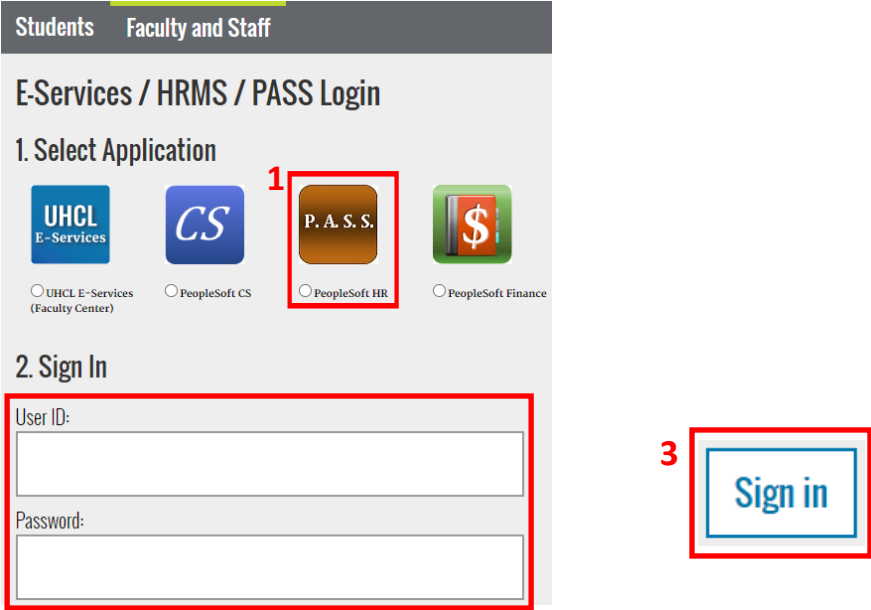

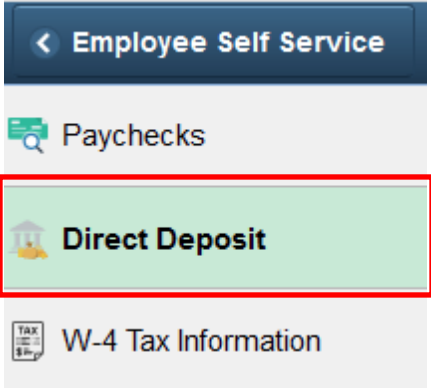

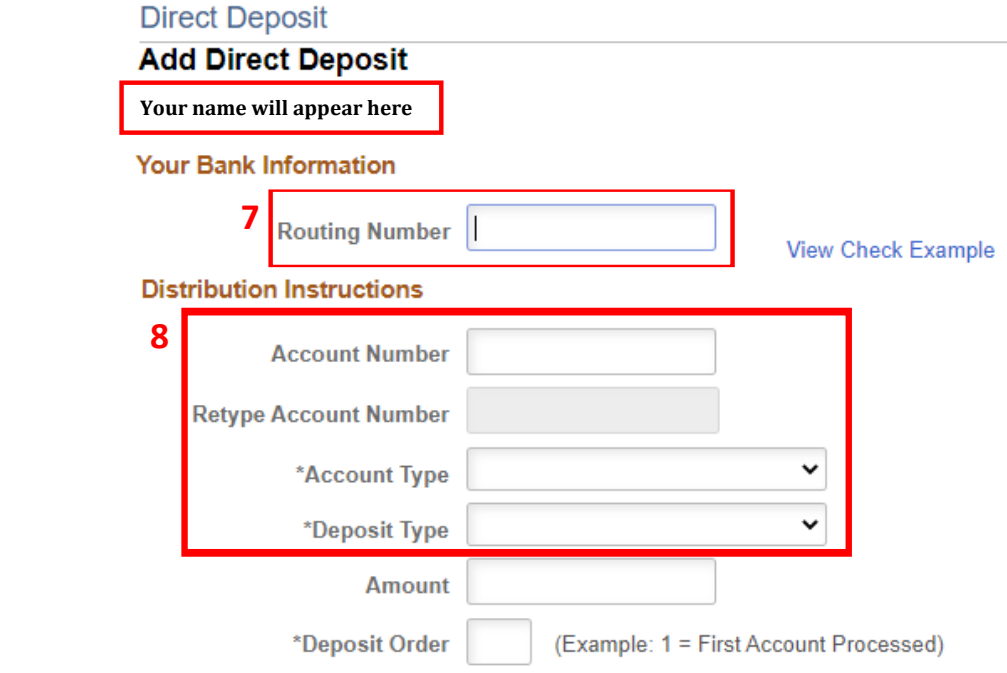
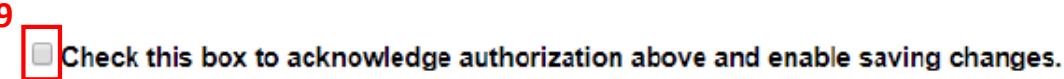


<p>Go to the E-Services page.</p> <ol style="list-style-type: none"> 1. Select P.A.S.S. or PeopleSoftHR. 2. Login with your User ID and Password 3. Click Sign In. 	
<ol style="list-style-type: none"> 4. Click the Payroll & Compensation tile. 	
<ol style="list-style-type: none"> 5. Click on Direct Deposit. <p>The system displays the current direct deposit elections.</p>	

<p>6. Click on Add Account.</p>	 <p>The screenshot shows a navigation menu with three items: 'Paychecks', 'Direct Deposit', and 'W-4 Tax Information'. The 'Direct Deposit' item is highlighted in green. To the right, the text 'Direct Deposit' is displayed above a red-bordered box containing the text 'Your name will appear here'. Below this, a red-bordered box contains the number '6' next to a button labeled 'Add Account'.</p>
<p>7. Enter the bank routing number.</p> <p>8. Enter the account information and select Account Type and Deposit Type.</p> <p><i>Please note: If you only have one account the Deposit Order is 999.</i></p>	 <p>The screenshot shows the 'Add Direct Deposit' form. At the top, the text 'Direct Deposit' is in blue, and 'Add Direct Deposit' is in bold. Below this is a red-bordered box with the text 'Your name will appear here'. The section 'Your Bank Information' contains a red-bordered box with the number '7' next to a 'Routing Number' input field. To the right of this field is a blue link that says 'View Check Example'. The section 'Distribution Instructions' contains a red-bordered box with the number '8' next to it. Inside this box are four input fields: 'Account Number', 'Retype Account Number', '*Account Type' (a dropdown menu), and '*Deposit Type' (a dropdown menu). Below these are two more fields: 'Amount' and '*Deposit Order' (a text input field with the text '(Example: 1 = First Account Processed)' next to it).</p>
<p>9. Read the direct deposit information and select the check box to indicate authorization.</p>	 <p>The screenshot shows a red-bordered box with the number '9' next to it. Inside the box is a checkbox followed by the text 'Check this box to acknowledge authorization above and enable saving changes.'</p>