Quick Reference Guide: *Updating Payment Elections (direct deposit)*

**Keep in mind**
- You can have up to 6 regular payment elections, and 1 for expense reimbursement.

**Information Needed**
- Payment type
- Account type
- Bank name
- Account number
- Routing number

**Add Account Steps:**

1. From the Home page, click the Pay worklet.

2. Under the Actions header, click **Payment Elections**.
Quick Reference Guide: *Updating Payment Elections (direct deposit)*

3. From the Payment Elections page, click the **Add Elections** icon.

4. On the Payment Election Option screen, update the following:
   - **Payment Type** – this will default to Direct Deposit (suggested form of payment). You may also select **Check**.
   - **Use for Pay Type** – check/uncheck boxes based on preferences.
Quick Reference Guide: Updating Payment Elections (direct deposit)

5. In the Account Information section, complete the following:
   - **Account Type** – select Checking or Savings
   - **Bank Name**
   - **Routing Transit Number** – note: invalid routing numbers will not be excepted.
   - **Account Number**

6. Click **OK**.
   - You can also add an **Account Nickname** (if desired) and **Bank Identification Code** (if applicable).

7. You will see that this task has been successfully completed.
Quick Reference Guide: Updating Payment Elections (direct deposit)

Change Election Steps:

1. Repeat Steps 1 and 2 above.

2. Under the Payment Elections section, click the Change Elections icon next to the election you desire to update.

   ![Image of Payment Elections section](Image)
   
<table>
<thead>
<tr>
<th>Pay Type</th>
<th>Payment Type</th>
<th>Account</th>
<th>Account Number</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Election</td>
<td>Direct Deposit</td>
<td>Test</td>
<td>********3245</td>
<td>Balance</td>
</tr>
<tr>
<td>Expense Reimbursement</td>
<td>Direct Deposit</td>
<td>Test</td>
<td>********3245</td>
<td>Balance</td>
</tr>
</tbody>
</table>

3. On the Payment Election screen, make updates to the applicable fields. These include Payment Type, Account, and Balance/Percent/Amount information.

   ![Image of Payment Election screen](Image)

4. Click OK.

   ![Tip icon](Image)

   If you have more than one Payment Election listed, ensure that the Balance/Amount/Percent information accurately reflects your intended payment preferences. For example, make sure that your total payment elections total 100%.

5. A message will display indicating that this task has been successfully completed.