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 on the **View All Apps** link (in the Quick Tasks section.) Click on the **Pay** app.

2. Under the Actions header, click **Payment Elections**.

3. From the Payment Elections page, click the **Add** icon to add a new account. You will need to add a new account **before** specifying any payment elections (how your pay will be distributed).
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4. If this is your first time adding an account, please specify your preferred payment method (direct deposit or check) for regular, expense reimbursement, fiscal year-end, and calendar year payments.

5. In the Account Information section, complete the following:
   - **Account Nickname** – this is optional, but may be helpful in distinguishing between accounts.
   - **Routing Transit Number** – please type carefully; invalid routing numbers will not be accepted. Please consult
   - **Bank Name**
   - **Bank Identification Code** (optional)
   - **Account Type** – select Checking or Savings
   - **Account Number**

6. Click OK to save your entries and return to the Payment Elections screen. Your payment elections will default to paying 100% into your newly added account. To change this, please first add any other accounts you would like to receive payment, and then follow the steps for **Change Elections**, starting on the next page.
Change Elections Steps:

1. Under the Payment Elections section, click the **Edit** button next to the election you want to update.

2. On the Payment Election screen, make updates to the applicable fields. These include **Payment Type**, **Account**, and **Balance/Percent/Amount** information. Click the plus sign to add additional accounts. You can only select accounts that you have added using the **Add Account** steps in the first part of this guide.

3. Click **OK**.

   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% (if using percentages).