

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

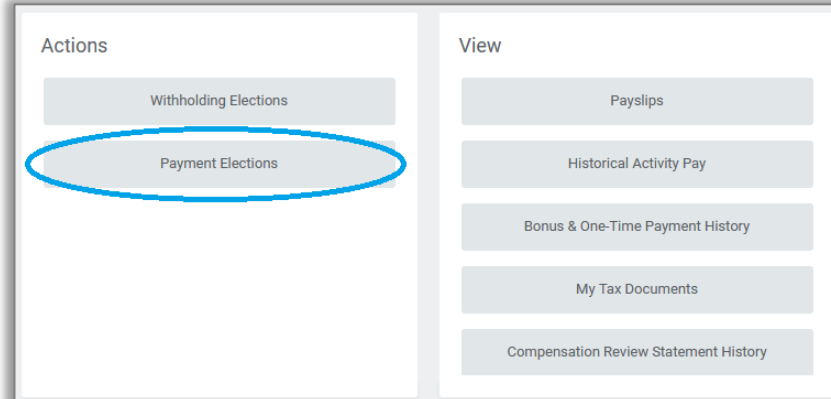
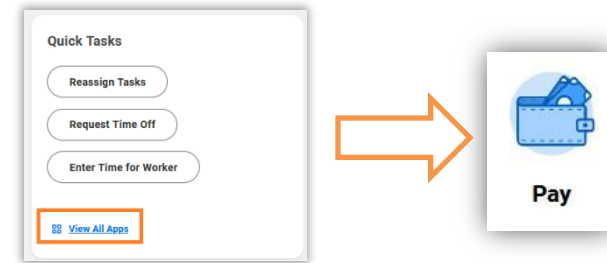
- You can have up to 6 regular payment elections, and 1 for expense reimbursement.

Information Needed

- Payment type
- Account type
- Bank name
- Account number
- Routing number

Add Account Steps:

- From the **Home Page**, click on the **View All Apps** link (in the Quick Tasks section.) Click on the **Pay** app.
- Under the Actions header, click **Payment Elections**.



- 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**

Add Account

Add account information for use when electing direct deposit for payments. Assign the account a nickname for easy identification later. The bank name is informational only. The numbers drive the direct deposit transaction and may be found on checks. Please contact your bank for further information on direct deposit.

Account Holder Name **Indiana Jones**

Account Country **United States of America**

Sample Check

SAMPLE

Jonathan Doe
4521 Main St.
Pleasanton, CA 94500

10/15/2022

\$ 1,000.00

Colum

YOUR BANK NAME
1234 Main St.
Pleasanton, CA 94500

DO NOT INCLUDE
Check #

⑆ 23456789⑆ 000123456789⑆ 00⑆ 123

9 Digit Routing # Account #
Between the C symbols Include all zeros

Account Information

Account Nickname (optional)

Routing Transit Number *

Bank Name *

Bank Identification Code





Account Type * Checking
 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.

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

Payment Elections 4 items					
Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Regular	Direct Deposit	Test Bank *****6789	*****6789	Balance Yes	
Expense Reimbursement	Direct Deposit	Test Bank *****6789	*****6789	Balance Yes	
Fiscal Year End	Direct Deposit	Test Bank *****6789	*****6789	Balance Yes	
Calendar Year	Direct Deposit	Test Bank *****6789	*****6789	Balance Yes	

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.

Payment Elections 1 item						
Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent	
	United States of America	USD	Direct Deposit	Test Bank *****6789	<input checked="" type="radio"/> Balance <input type="radio"/> Amount <input type="text" value="0.00"/> <input type="radio"/> Percent <input type="text" value="0"/>	

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).