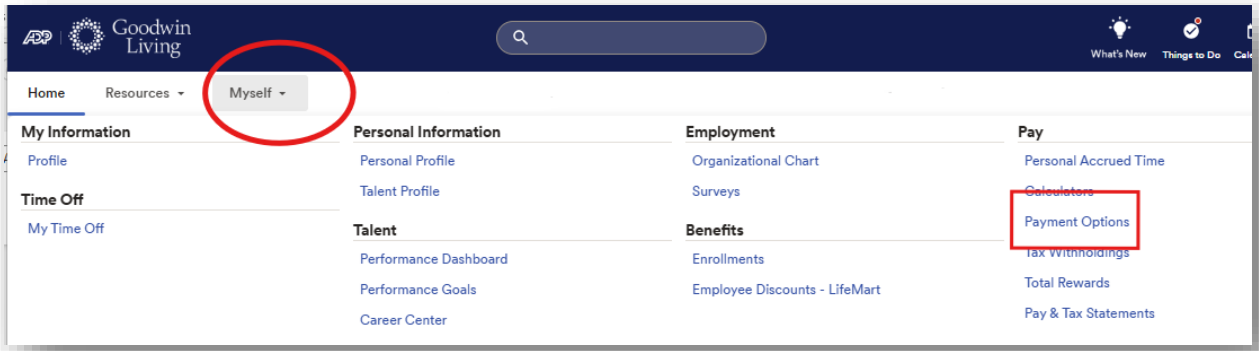
How to Add Your Direct Deposit Information in ADP:

Using the Payment Options page, you can deposit your entire paycheck into one bank account or portions of your paycheck into multiple bank accounts. You may add up to 3 direct deposit accounts.

A 10-day waiting period (the **prenotification or prenote period**) may be required for your account. During prenote, you will continue to receive a live paycheck. After prenote is up, your direct deposit will be made automatically.

If you are currently depositing your entire paycheck into one account but now want to begin depositing a portion to one or more other accounts, you must first update the existing account to deposit a different amount or percentage there. Then you'll be able to add the new account and set it up as needed.

Starting Point: Myself > Pay > Payment Options



1. Click **Add Bank Account**.
2. Enter and confirm the nine-digit **Routing Number** that identifies your bank and click **Next**.
3. Enter and confirm your bank **Account Number** and click **Next**.
4. Indicate the type of account you are adding – checking or savings.
5. Indicate the amount you want to deposit into this account. Depending on your company's setup, some fields listed below may not be available to you.

   - To deposit a specific amount into this account, select **Deposit a Specified Amount** and enter the amount.

- To deposit a percentage of your paycheck into this account, select **Deposit a Percentage of My Pay** and enter the percentage. For example, you might want to deposit 50% of your paycheck into a checking account and 50% into savings account or another type of account.
- To deposit your entire paycheck into this account, select **Deposit Everything Here**.
- To deposit the balance of your paycheck to this account if you have already designated one or more other accounts for partial direct deposits, select **Deposit the Remainder of My Pay**.

6 Click **Next**.

7 Indicate that you have double-checked your account number and that you agree to the terms and conditions.

8 Click **Add**.

9 Review the alert about the required validation period and click **Close**.

Result: You will receive the following new message whenever your direct deposit information is added or changed: "Your direct deposit information was added or changed. If you did not initiate this change, please contact your HR or Payroll representative for more information." The purpose of this message is to make you aware of direct deposit updates and help prevent fraudulent activities. You will receive this message via email, text, or both based on the notification method you selected in Employee Self Service or the method selected by your company's payroll or HR practitioner in Workforce Now.

10 If necessary, if you have not deposited your entire paycheck into one account, you can repeat the above steps to add another direct deposit for another bank account, such as your checking or savings account.

11 To save your changes, click **Back**.