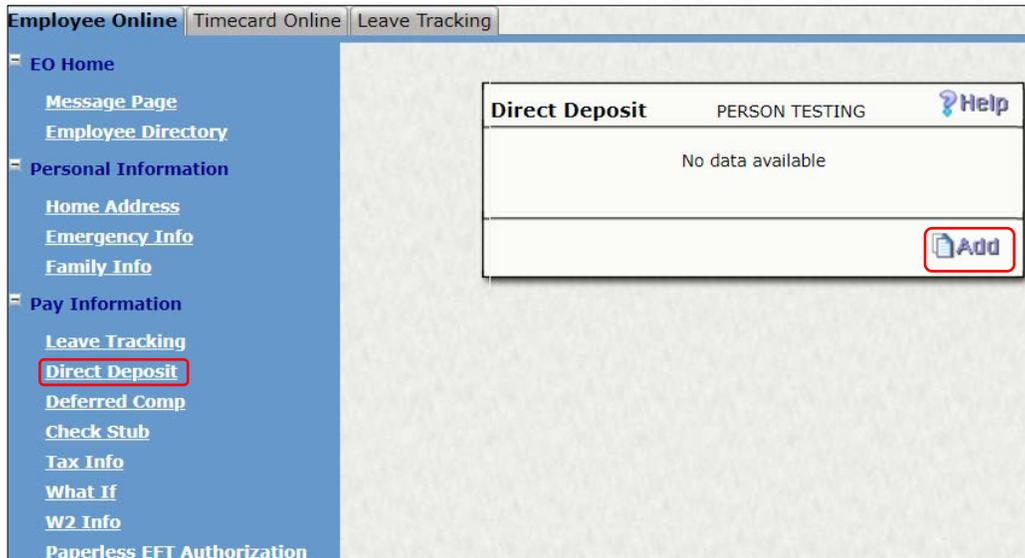


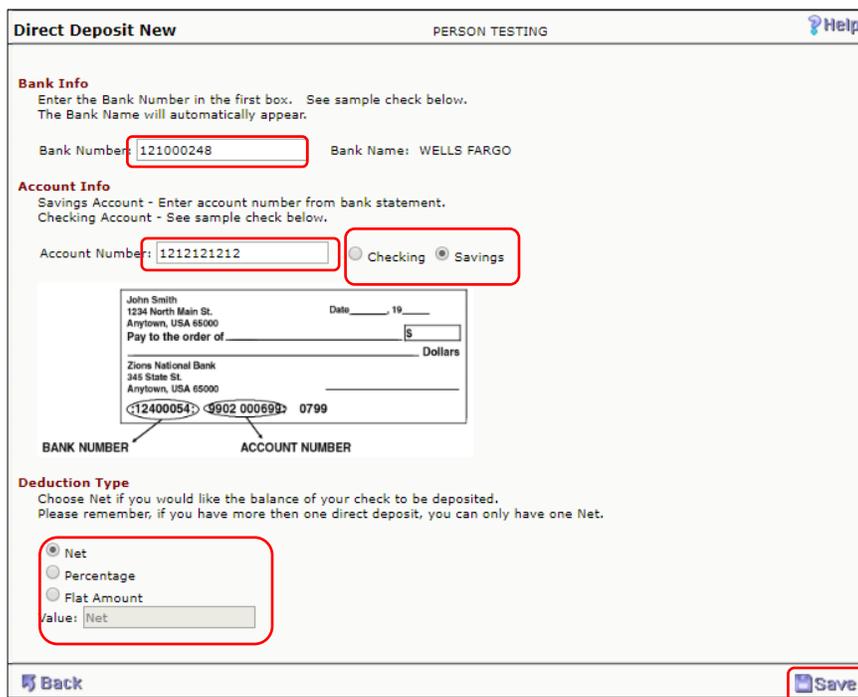
Direct Deposit Set Up Instructions

1. Go to Employee Online and Log in.
2. Go to **Direct Deposit** under **Pay Information** tab and click on **Add** button.



The screenshot shows the 'Employee Online' interface. The left sidebar contains a navigation menu with categories: 'EO Home', 'Personal Information', and 'Pay Information'. Under 'Pay Information', 'Direct Deposit' is highlighted with a red box. The main content area shows a 'Direct Deposit' section for 'PERSON TESTING' with a 'Help' icon. Below the title, it says 'No data available' and an 'Add' button is highlighted with a red box.

3. Add the **Bank Number** (Routing no.) and **Account Number** and choose **Checking** or **Savings**.
4. Then select **Deduction type**. It should be **Net** if you are only depositing in one account. If you wish to add more than one than you repeat this process and in one of the account no. should be net and other one can be amount or percentage. If you choose **Amount** or **Percentage**, you must enter the amount or percentage in **Value**.



The screenshot shows the 'Direct Deposit New' form for 'PERSON TESTING'. It includes sections for 'Bank Info', 'Account Info', and 'Deduction Type'. The 'Bank Number' field contains '121000248' and the 'Bank Name' is 'WELLS FARGO'. The 'Account Number' field contains '1212121212' and the 'Checking' radio button is selected. A sample check image shows the routing number '12400054' and account number '9902 000699' circled in red. The 'Deduction Type' section has the 'Net' radio button selected. A 'Save' button is highlighted with a red box at the bottom right.

5. Once you are done, click on **Save** button.

It takes one to two payrolls to verify your account information after you save the information. Once it is verified then you will receive direct deposit in your bank account.