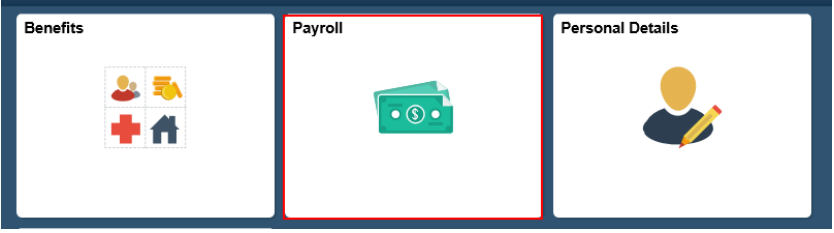
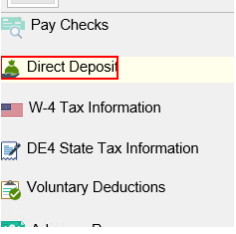

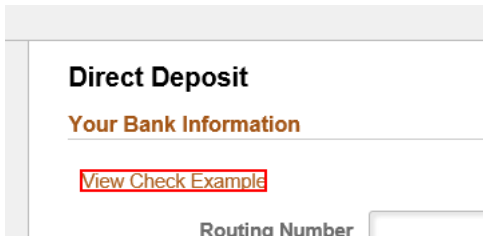
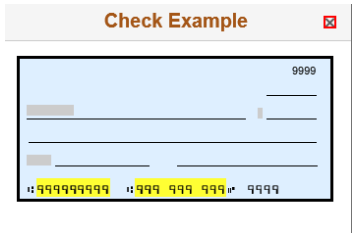
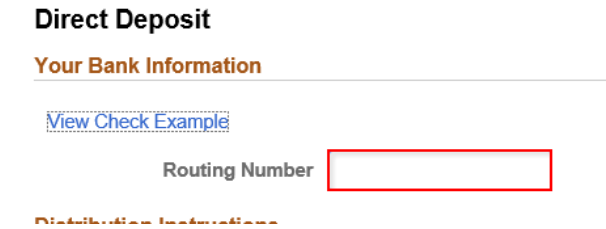
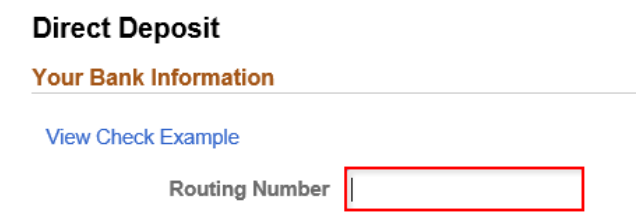




## Adding a Direct Deposit

Step	Action
1.	<p>Click the <b>Payroll</b> tile.</p> 
2.	<p>Click the <b>Direct Deposit</b> link.</p> 
3.	<p>The <b>Direct Deposit</b> page displays.</p> <p>You have not yet set up a direct deposit.</p> <p>For this example, you will add direct deposit information.</p> <p>Your direct deposit will be made to a checking account (<b>Account Number</b>: 123456789) at J.P. Morgan Chase (<b>Routing Number</b>: 322271627).</p>
4.	<p>Click the <b>Add Account</b> button.</p> 

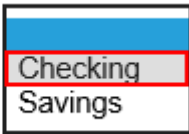

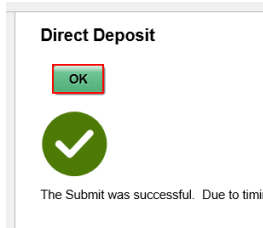


Step	Action
5.	<p>The <b>Direct Deposit Details</b> page displays.</p> <p>You will enter information in the following fields to reflect the new direct deposit:</p> <ul style="list-style-type: none"> <li>- <b>Routing Number</b></li> <li>- <b>Account Number</b></li> <li>- <b>Retype Account Number</b></li> <li>- <b>Account Type</b></li> </ul>
6.	<p>If you are not sure of how to locate your bank's routing number and your account number (for a checking account), click the <b>View Check Example</b> link.</p> 
7.	<p>The <b>Check Example</b> page displays. This page explains how to locate your bank's routing number and your account number for a checking account.</p>
8.	<p>Click the <b>Close</b> button.</p> 
9.	<p>Click in the <b>Routing Number</b> field.</p> 
10.	<p>Enter the desired information into the <b>Routing Number</b> field. Enter a valid value e.g. <b>"32271627"</b>.</p> 



Step	Action
11.	<p>Click in the <b>Account Number</b> field.</p> <p><b>Distribution Instructions</b></p> <p>Account Number <input type="text"/></p> <p>Retype Account Number <input type="text"/></p>
12.	<p>Enter the desired information into the <b>Account Number</b> field. Enter a valid value e.g. "<b>123456789</b>".</p> <p>Routing Number <input type="text" value="322271627"/></p> <p><b>Distribution Instructions</b></p> <p>Account Number <input type="text"/></p> <p>Retype Account Number <input type="text"/></p>
13.	<p>Press <b>[Tab]</b> to move away from the Account Number field. The <b>Retype Account Number</b> field will become active.</p>
14.	<p>Click in the <b>Retype Account Number</b> field.</p> <p><b>Distribution Instructions</b></p> <p>Account Number <input type="text" value="123456789"/></p> <p>Retype Account Number <input type="text"/></p> <p>*Account Type <input type="text" value="v"/></p>
15.	<p>Enter the desired information into the <b>Retype Account Number</b> field. Enter a valid value e.g. "<b>123456789</b>".</p> <p>Routing Number <input type="text" value="322271627"/></p> <p><b>Distribution Instructions</b></p> <p>Account Number <input type="text" value="123456789"/></p> <p>Retype Account Number <input type="text"/></p> <p>*Account Type <input type="text" value="v"/></p>
16.	<p>Click the <b>Account Type</b> list.</p> <p>Account Number <input type="text" value="123456789"/></p> <p>Retype Account Number <input type="text" value="123456789"/></p> <p>*Account Type <input type="text" value="v"/></p> <p><input type="button" value="Submit"/></p>



Step	Action
17.	<p>Click the <b>Checking</b> list item.</p> <p><b>*Account Type</b></p> 
18.	<p>You have completed entering your direct deposit information.</p> <p>This information must be submitted for further processing by payroll staff.</p> <p>Click the <b>Submit</b> button.</p> <p><b>*Account Type</b></p> 
19.	<p>Notice a banner appears at the top of the <b>Direct Deposit</b> page indicating that your submission was successful.</p> <p>The direct deposit information you just submitted will not take effect until the prenotification process has been completed.</p> <p>This process, run by the payroll staff, verifies with your bank that routing number and account number included on the direct deposit are valid and that the bank can receive direct deposits from the County using the routing number and account number you provided.</p>
20.	<p>Click the <b>OK</b> button.</p> 
21.	<p>Notice the <b>Direct Deposit</b> page grid now displays the direct deposit information you just entered.</p>



Step	Action
22.	<p>Click the <b>Home</b> button.</p>  <p>The screenshot shows a dark blue navigation bar with three icons: a white house icon (highlighted with a red box), a white magnifying glass icon, and a white flag icon. Below the bar is a light gray rectangular area.</p>
23.	<p><b>End of Procedure.</b></p>