How to Add a Direct Deposit Account

Adding an Account

1. Click on Add Account
2. Enter information:
   - Routing Number
   - Account Number
   - Deposit Type: Select Balance
   - Amount or Percent: Leave Blank
   - Deposit Order: 999
3. Select Acknowledge the terms of using Direct Deposit.
4. Read the Direct Deposit Acknowledgement and Click Accept.
5. Click Submit: Button will activate after acknowledgement.
6. Click OK to Confirm Submission.
Adding Multiple Accounts

**Note:** One of your accounts must REMAIN set to Balance for "Deposit Type" with "Deposit Order" equal to 999.

7. Deposit Type: Select Percent or Amount from the drop down menu.
   - **Amount:** Enter dollar amount (EX: 250).
   - **Percent:** Enter percentage (EX: 20).

1. **Deposit Order:** Enter the number sequence that direct deposit should process. Deposits will process in numerical order.
   - Example: $100 will go first to the account that was selected as the first deposit order, $50 will go to the deposit order that was selected as the second one and the remaining balance will go to Deposit Order 999.

**Note:** You can have up to three accounts listed under your direct deposit accounts.

**PeopleSoft Tip**
- PeopleSoft will only allow you to make changes in one session every 24 hours.

**If you are expecting a Reimbursement or a Cash Advance contact the Helpdesk and provide the deposit number where the Reimbursement or Cash Amount should go.**