UPDATING DIRECT DEPOSIT INFORMATION IN ADP

1. **Log into ADP**
2. **Select "Myself"**
3. **In the "Pay" column, select "Payment Options"**

TO ENTER A NEW BACK ACCOUNT, CONTINUE TO STEP 4

TO EDIT AN EXISTING BANK ACCOUNT, CONTIUNE TO STEP 11

TO DELETE AN EXISTING BANK ACCOUNT, CONTINUE TO STEP 13

4. **To add new bank account, select "Add Bank Account"**

5. **Using information from a bank check, bank letter, or other official bank documentation, enter your routing number in the "Routing Number" and "Confirm Routing Number" fields. Then, select "Next"**

Add an Account

ROUTING NUMBER | ACCOUNT NUMBER | ACCOUNT TYPE | REVIEW

First, enter your routing number.

EXAMPLE

⑆122105278 ⑆ 6724301068 ⑈ 2400 ⑈

Routing Number

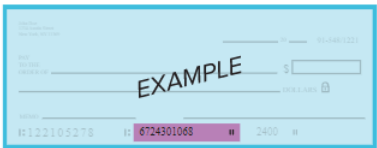Routing Number *

Confirm Routing Number

NEXT >

✕ CANCEL

6. **Using information from a bank check, bank letter, or other official bank documentation, enter your account number in the "Account Number" and "Confirm Account Number" fields. Then, select "Next"**

Add an Account

ROUTING NUMBER | ACCOUNT NUMBER | ACCOUNT TYPE | REVIEW

Next, enter your account number.

EXAMPLE

⑆122105278 ⑆ 6724301068 ⑈ 2400 ⑈

Account Number

Account Number is required *

Confirm Account Number is required *

‹ BACK   NEXT >

✕ CANCEL

7. **Select the "Account Type." If the account is a checking account, select CK#. If the account is a savings account, select SV#**
   *Please Note: You can have up to five Checking Accounts and up to four Savings Accounts

Add an Account ❷

ROUTING NUMBER	ACCOUNT NUMBER	ACCOUNT TYPE	REVIEW

Account Type *

CK4 - CHECKING

🔍

| CK4 - CHECKING |
| CK5 - CHECKING |
| SV1 - SAVINGS |
| SV2 - SAVINGS |
| SV3 - SAVINGS |
| SV4 - SAVINGS |

8. **Select your preference of a flat dollar amount or a percentage, or to your entire net pay allocated to this account. Then select, "Next"**

Add an Account ❷

ROUTING NUMBER	ACCOUNT NUMBER	ACCOUNT TYPE	REVIEW

Account Type *

CK4 - CHECKING

Would you like to deposit a specified amount per pay period into this account, or the balance of your pay?

◉ Deposit a specified amount.

At least $0.01 must be deposited
○ Deposit a percentage of my pay.

○ Deposit the remainder of my pay.

🚩 The remainder of your pay is already being deposited in another account.

‹ BACK   NEXT ›

✖ CANCEL

9. Review your account information and agree to the terms and conditions. Then, slide the two buttons to the right (they should each turn green). Next, select "Add"

Add an Account ❷

ROUTING NUMBER | ACCOUNT NUMBER | ACCOUNT TYPE | REVIEW

CK4 - CHECKING

Last step! Check your account information and agree to the terms and conditions.

Routing Number

Account Number

Amount Per Pay Check

🟢 I've double checked my account number.

🟢 I agree to the terms and conditions for Direct Deposit
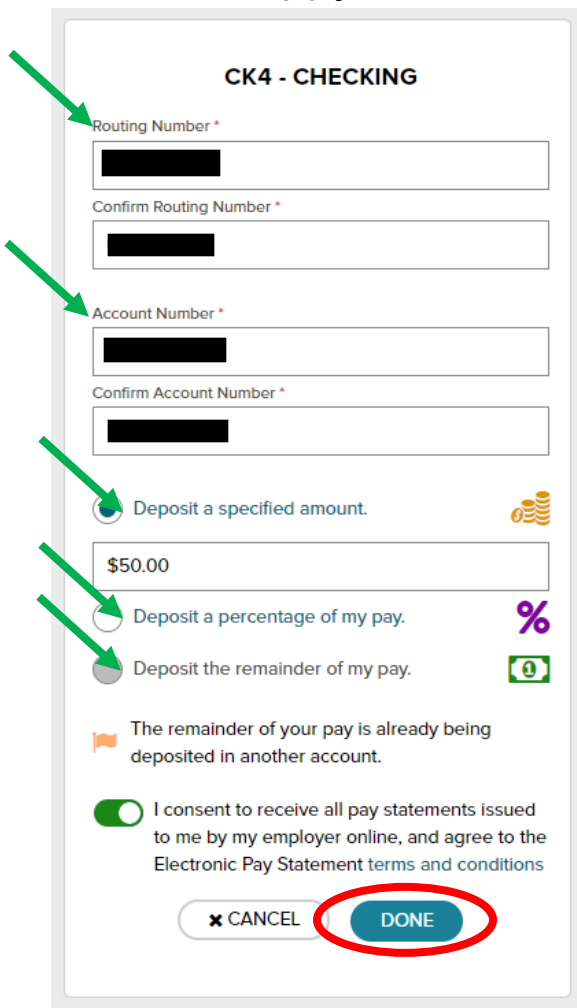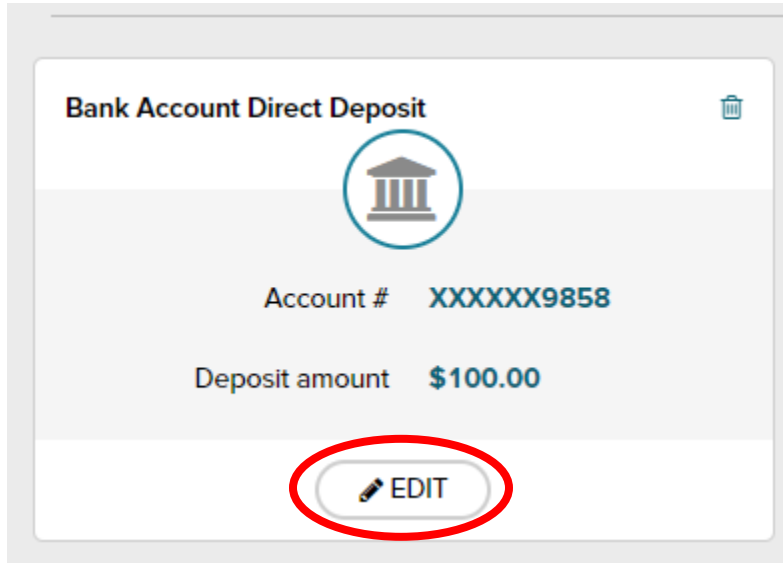
‹ BACK

✖ CANCEL   ADD

10. **ADP will then verify your account. If your account can be verified, your direct deposit will be effective on the next pay date. If your account cannot be verified, you will receive your pay via the current set-up in ADP. Verifying an account can take-up to 1-2 pay cycles.**

11. To edit an existing bank account, select "Edit" on the account you would like to change

Bank Account Direct Deposit

Account #   XXXXXX9858

Deposit amount $100.00

EDIT

12. Edit the field(s) you would like to change and select, "Done"

CK4 - CHECKING

Routing Number *

Confirm Routing Number *

Account Number *

Confirm Account Number *

Deposit a specified amount.

$50.00

Deposit a percentage of my pay.   %

Deposit the remainder of my pay.

The remainder of your pay is already being deposited in another account.

I consent to receive all pay statements issued to me by my employer online, and agree to the Electronic Pay Statement terms and conditions

✕ CANCEL   DONE

Reasons to edit your account information:

You received notification your bank's routing and/or account changed.

You want to change your deposit flat dollar amount.

You want to change your deposit percentage amount.

You deleted an account, and you want the "edited" account to now receive your net pay.

13. To delete a bank account, select the "trashcan" icon on the top right-hand corner of the account you would like to delete
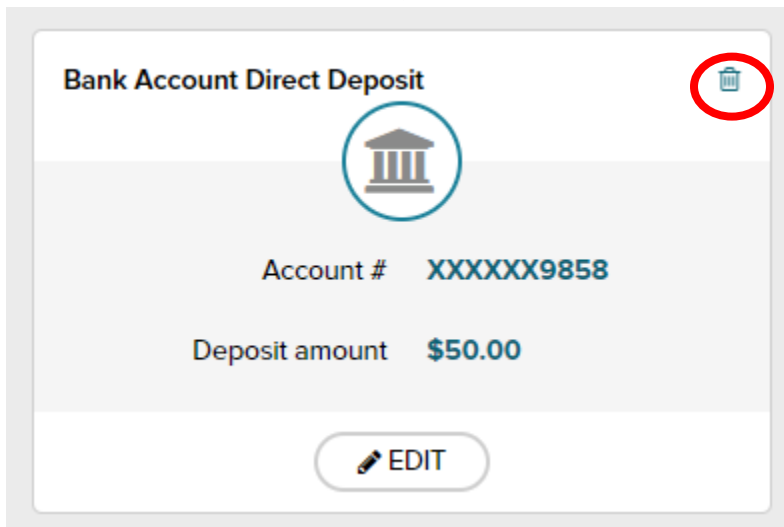
14. Next a "warning sign" icon will appear to confirm you would like to delete the selected account. Select, "Delete"
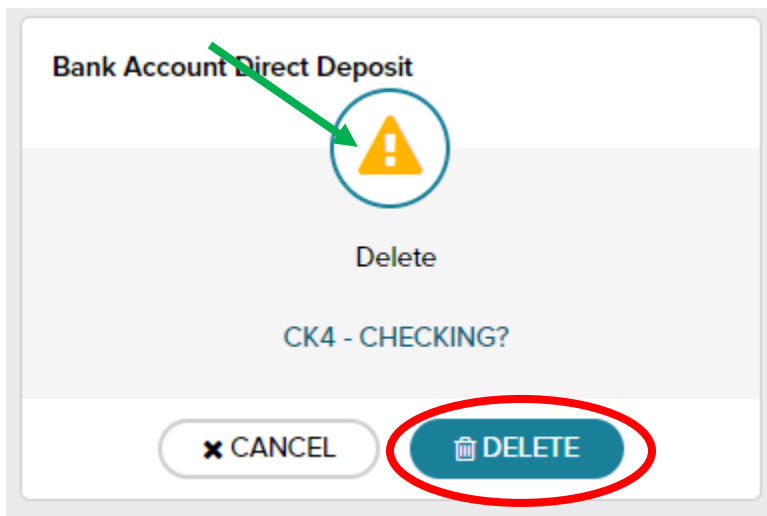
15. Once the account has been deleted an "Update Successful" banner will appear across the top of your ADP screen