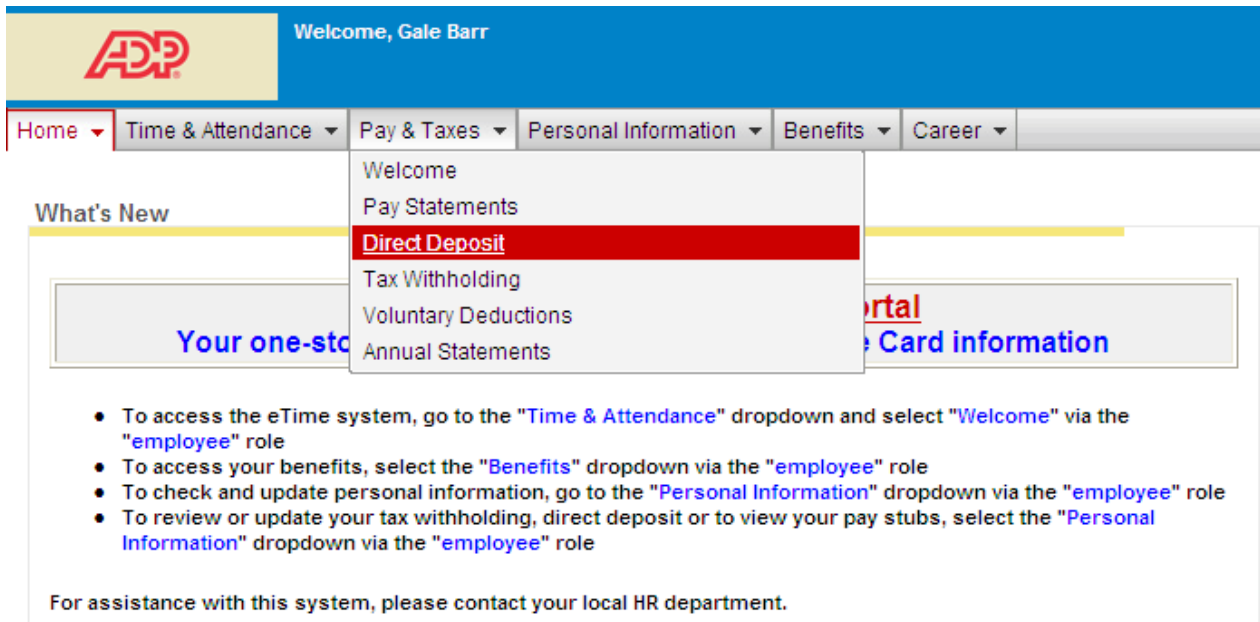


Reviewing and Changing Your Direct Deposit

1. Log into the ADP Self Service Portal, the Self Service page will display. Select Pay & Taxes from the menu bar.



The screenshot shows the ADP Self Service Portal interface. At the top, there is a blue header with the ADP logo and the text "Welcome, Gale Barr". Below the header is a navigation bar with several dropdown menus: Home, Time & Attendance, Pay & Taxes, Personal Information, Benefits, and Career. The "Pay & Taxes" dropdown menu is open, showing a list of options: Welcome, Pay Statements, Direct Deposit (highlighted in red), Tax Withholding, Voluntary Deductions, and Annual Statements. Below the navigation bar, there is a "What's New" section with a yellow header. To the right of this section, there is a "portal" link and a "Card information" link. Below the "What's New" section, there is a list of bullet points providing instructions on how to access various features. At the bottom of the page, there is a note: "For assistance with this system, please contact your local HR department."

ADP

Welcome, Gale Barr

Home Time & Attendance Pay & Taxes Personal Information Benefits Career

What's New

Direct Deposit

portal

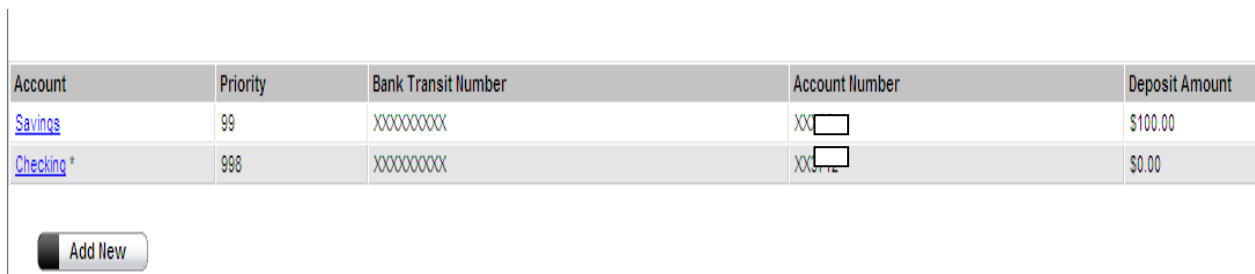
Card information

- To access the eTime system, go to the "Time & Attendance" dropdown and select "Welcome" via the "employee" role
- To access your benefits, select the "Benefits" dropdown via the "employee" role
- To check and update personal information, go to the "Personal Information" dropdown via the "employee" role
- To review or update your tax withholding, direct deposit or to view your pay stubs, select the "Personal Information" dropdown via the "employee" role

For assistance with this system, please contact your local HR department.

2. Select Direct Deposit from the drop down menu.

3. Click on Add New to add a new bank account for direct deposit or click on an existing, underlined account to edit or delete.



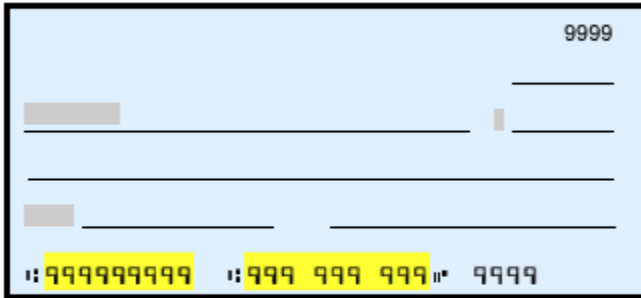
The screenshot shows a table with five columns: Account, Priority, Bank Transit Number, Account Number, and Deposit Amount. There are two rows of data. The first row is for a Savings account with a priority of 99 and a deposit amount of \$100.00. The second row is for a Checking account with a priority of 998 and a deposit amount of \$0.00. Below the table is an "Add New" button, which is highlighted by a white arrow pointing to it from the left.

Account	Priority	Bank Transit Number	Account Number	Deposit Amount
Savings	99	XXXXXXXX	XX	\$100.00
Checking *	998	XXXXXXXX	XX	\$0.00

Add New

4. You will need to enter the bank transit number and account number from your check.

Check Example (Do Not Use a Deposit Slip)



1 - Routing Number

2 - Account Number