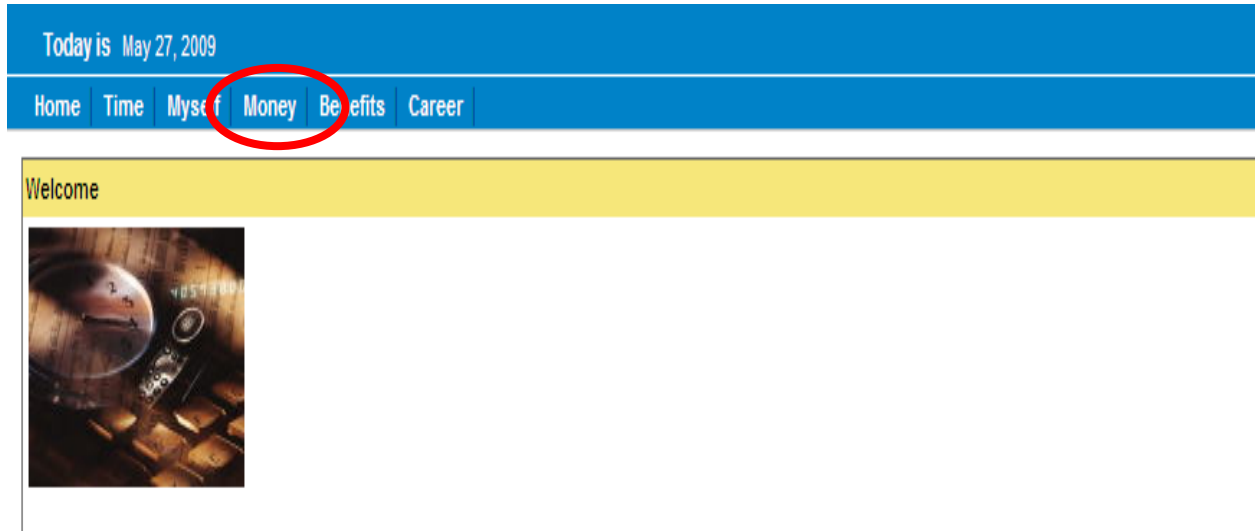
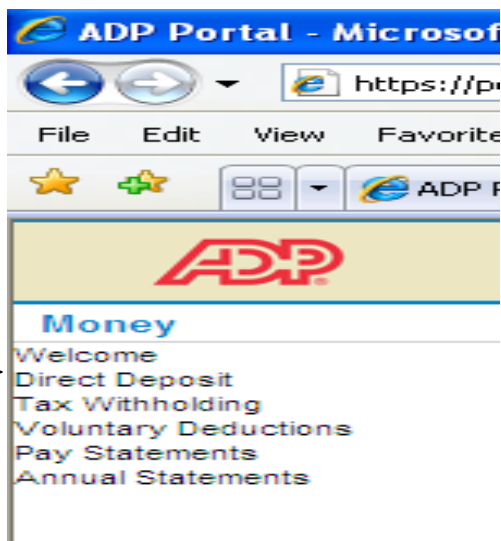


# Reviewing and Changing Your Direct Deposit

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



2. Select View Direct Deposit from the menu bar at the left side of the page.

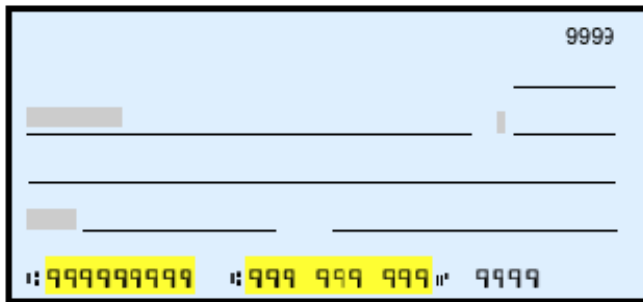


3. Click on Add New to add a new bank account for direct deposit or click on an existing, underlined account to edit or delete.

Account	Priority	Bank Transit Number	Account Number	Deposit Amount
<u>Savings</u>	99	XXXXXXXX	XX <input type="text"/>	\$100.00
<u>Checking *</u>	998	XXXXXXXX	XX <input type="text"/>	\$0.00

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

2

1 - Routing Number

2 - Account Number