

## Office of the Controller Direct Deposits Job Aid

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	Objectives Tips and Tricks Initially Adding an Account to Direct Deposit Adding Multiple Accounts to Direct Deposit Editing an Account Removing an Account Adding a New Account as Remaining Balance

### I. Objectives

By the end of this procedure, you should be able to:

- Initially add an account to direct deposit
- Edit an account
- Add multiple accounts to direct deposits
- Remove an account

### II. Tips and Tricks

Here are a few tips and tricks for direct deposits:

- Make sure the correct banking information is readily available. Always ensure that the bank account numbers and routing numbers provided are accurate. A simple mistake can delay deposits or send funds to the wrong account.
- There can be up to five bank or credit union accounts added.
- Keep an eye on bank statements or account notifications. This will help catch any discrepancies early and ensure that deposits are made correctly.
- It is recommended that any direct deposit changes are entered at least seven days before payday to be effective with the upcoming payroll. Changes are subject to validation by the bank to guarantee the direct deposit change will be successful.
- The first account you add will be defaulted to a deposit type of Full Balance and your entire net pay will be deposited to this account.
- For multiple accounts, two deposit types will appear.
  - **Amount:** This refers to a specific, fixed dollar amount designated to be deposited into a particular bank or credit union account.
  - **Percent:** This refers to a portion of the total paycheck to be allocated to a bank or credit union account, expressed as a percentage.

## III. Initially Adding an Account to Direct Deposit

To access direct deposit information, navigate to PeopleSoft HCM.

Step 1: On the Employee Self Service page, click the Payroll tile.



#### Step 2: Click the Direct Deposit tile.



### Step 3: Click the Add Account button.

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Direct Deposit			1.6.1	
Accounts				
The first account you add will be defaulted to a deposit type of Full Balance and your entire net pay will be deposited to this account.				
When a second account is added and saved, the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list. Af deposit payments are processed, any remaining net pay is deposited in the remaining balance account.	ter all th	ne other	direct	
Note: You can change this default assignment using the Edit Account page and update another account to be a Remaining Balance account after all your accounts are added and saved.				
Add Account				

#### Step 4: Enter a Nickname for the account.

$\leftarrow \mid \odot  \heartsuit$				0 ÷ : 0
Direct Deposit				
Accounts	Cancel	Add Account	Save	
When a second account is added and saved, it deposit payments are processed, any remainin Note: You can change this default assignment of Add Account	Nickname Payment Method	Direct Deposit	* Indicates required field	dated to last in the list. After all the other direct ed and saved.
	Bank Routing Number Account Number		0	
	Retype Account Number Pay Distribution			
	"Account Type	<b>`</b>		

**Step 5:** Enter the **Routing Number** for the bank or credit union account. Click the **information icon** to the right for more details.

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Direct Deposit							
Direct Deposit Accounts The first account you add will be defaulted to a When a second account is added and saved, tt deposit payments are processed, any remainin Note: You can change this default assignment i Add Account	Cancel Nickname Payment Method Bank Routing Number Account Number Retype Account Number	Add Account	Save * Indicates required field	Jated to last in the list. After	r all the othe	r direct	
prosceptadam Mation, y in Maximum unit (M. J. WR.C. 1997)	Pay Distribution *Account Type						

**Step 6:** The **information icon** will open a **Check Example** demonstrating where to find the Routing Number and Account Number on a check.

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Direct Deposit		
Accounts	Cancel Add Account Save	
+ =		
Order Nickname Payment	When this second Check Example	Amount/ Percent
1 Checking Direct De	The Routing Number and Account Number can be obtained from your check.	Full Balance >
	In the check there are three groups of numbers. The first group contains the nine digit routing number, the second provides the account number, and the third is the check number.	
	Bank Ret 1 2 Pay Distribu 1 2 1 - Routing Number 2 - Account Number	

**Step 7:** Enter the **Account Number** of the bank or credit union account in the first field. Re-enter the **same Account Number** in the second field.

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Direct Deposit					
Direct Deposit Accounts The first account you add will be defaulted to a When a second account is added and saved, it deposit payments are processed, any remainin Note: You can change this default assignment to Add Account	Cancel Nicknar Payment Meth Bank Routing Numl Account Numl Retype Account Numl Pay Distribution	Add Account           me	• Indicates required field	tated to last in the list. After all the other of and saved.	lirect
	*Account Ty	pe v			

**Step 8:** Select the appropriate **Account Type** from the drop-down menu.

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Direct Deposit		anna dha fachan a' all ann ainme bha				410	
Accounts	Cancel	Add Account	Save	]			
The first account you add will be defaulted to a deposit			* Indicates required field				
When a second account is added and saved, the depo payments are processed, any remaining net pay is dep	Nickname	First Account		last in the list. After all the other	direct deposi		
Note: You can change this default assignment using th	Payment Method	Direct Deposit		saved.			
Add Account	Bank						
	Routing Number	011000015	0				
	Account Number	1234567890					
	Retype Account Number	1234567890					
	Pay Distribution						
	*Account Type	Checking ~					
		Checking					
		Savings					

#### Step 9: Click the Save button.

$\leftarrow$   O $\heartsuit$				0 ÷ ÷ Ø
Direct Deposit				
Accounts	Cancel	Add Account	Save	]
The first account you add will be defaulted to a deposit			* Indicates required field	last is the list. After all the other direct depend
payments are processed, any remaining net pay is dep	Nickname	First Account		last in the list. After all the other direct deposit
Note: You can change this default assignment using the	Payment Method	Direct Deposit		saved.
Add Account	Bank			
	Routing Number	011000015	0	
	Account Number	1234567890		
	Retype Account Number	1234567890		
	Pay Distribution	Checking		
	Account type	Checking		

**Step 9:** The account will be added to the Direct Deposit screen.

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Direct De	posit				V-6-00		1.1.1.1	
Account	5							
+ -	-							
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent		
1	Checking	Direct Deposit	011000015	XXXXX7890	Checking	Full Balance		>
L								

**Step 10:** The Direct Deposit tile will also update to indicate the number of accounts added.

←   ③ ♡ Payroll				the start the transfer of the starts	<u>○ ♀ :</u> ⊘ :
	Paye	hecks No Paychecks	W-2/W-2c Consent	W-2W-2c Forms	
	Direct Deposit 1 Account Updated 10/22/2024	Paycheck Modeler	USC Tax Withholding	Document Upload	

## IV. Adding Multiple Accounts to Direct Deposit

PeopleSoft HCM provides the option to have the entire Net amount deposited into one account: 100% or a percentage of the Net amount divided into multiple accounts.

When a second account is added and saved, the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list. After all the other direct deposit payments are processed, any remaining net pay is deposited in the remaining balance account.

**Step 1:** On the Direct Deposit page, click the **plus** button to add another account.

← Dir			VEG IN IN	a for the of the former of the state of the				Û		Ø
Dire	ccounts	sit								
	+ = Drder	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent			_
	I	Checking	Direct Deposit	011000015	XXXXX7890	Checking	Full Balance		>	

Step 2: Enter a Nickname for the account to differentiate between multiple accounts.

$\leftarrow \mid \odot  \heartsuit$				Ċ Ĉ	: 0
Direct Deposit					CARA CARA
Accounts	Cancel	Add Account	Save		
+ =			* Indicates required field		
Order Nickname Payment	When this second account is saved, the Remaining Balance and the account or	e deposit type of the first account will be der will be updated to last in the list.	e updated from Full Balance to	Amount/ Percent	
1 Checking Direct De	Nickname	Second Account		Full Balance	>
	Payment Method	Direct Deposit	-		
	Bank				
	Routing Number		0		
	Account Number				
	Retype Account Number		]		
	Pay Distribution		)		
	*Account Type	<b>`</b>	]		
	*Deposit Type	<b></b>			
	Amount or Percent				
	Retype Account Number Pay Distribution Account Type "Deposit Type Amount or Percent				

**Step 3:** Enter the **Routing Number** for the bank or credit union account.

$\leftarrow$   $\odot$ $\heartsuit$				Ū Õ	: 0
Direct Deposit		han haine fa fallan fall i shin fall			
Accounts + 코 Order Nickname Paymen	Cancel When this second account is saved, the	Add Account	Save * Indicates required field updated from Full Balance to	Amount/ Percent	
1 Checking Direct De	Remaining Balance and the account or Nickname Payment Method	der will be updated to last in the list. Second Direct Depost Direct Deposit		Full Balance	>
	Bank Routing Number Account Number	011000015	0		
	Retype Account Number				
	Pay Distribution *Account Type *Deposit Type Amount or Percent	· · · · · · · · · · · · · · · · · · ·			

**Step 4:** Enter the **Account Number** of the bank or credit union account in the first field. Re-enter the **same Account Number** in the second field.

$\leftarrow$   $\odot$ $\heartsuit$		<u></u>
Direct Deposit		
Accounts	Cancel Add Account	Save
Order         Nickname         Payment           1         Checking         Direct De	<ul> <li>When this second account is saved, the deposit type of the first account will be updated from Full Remaining Balance and the account order will be updated to last in the list.</li> </ul>	I Indicates required field Amount/ Percent Balance to Full Balance >
	Nickname Second Account Payment Method Direct Deposit	
	Bank	
	Routing Number 011000015 0	
	Account Number 1234557990 Retype Account Number 1234567890	
	Pay Distribution	
	*Account Type	
	*Deposit Type	
	Amount or Percent	

**Step 5:** Select the appropriate **Account Type** from the drop-down menu.

$\leftarrow$   $\odot$ $\heartsuit$				Û Û	: 0
Direct Deposit		Lee F. Franke, F. Franker, P. D. Son Marketon, S. C. S.			
Accounts	Cancel	Add Account	Save		
Order Nickname Payment 1 Checking Direct De	When this second account is saved, the Remaining Balance and the account or	e deposit type of the first account will be der will be updated to last in the list.	* Indicates required field e updated from Full Balance to	Amount/ Percent	>
	Nickname Payment Method	Second Account Direct Deposit	]		
	Bank Routing Number	011000015	0		
	Account Number Retype Account Number	1234567890 1234567890	]		
	Pay Distribution				
	*Account Type *Deposit Type Amount or Percent	✓ Checking Savings			
			,		

**Step 6:** Select the appropriate **Deposit Type** from the drop-down menu.

$\leftarrow$   $\odot$ $\heartsuit$					Û	:	Ø
Direct Deposit		Lang Balance La Labora (La Constantina da Constantina da Constantina da Constantina da Constantina da Constanti			******		7.6.000
Accounts Cancel		Add Account	Save				
Order         Nickname         Payment           1         Checking         Direct De         Remaining B	cond account is saved, the alance and the account or	e deposit type of the first account will be der will be updated to last in the list.	* Indicates required field updated from Full Balance to	Amount/ Percent		>	
Bank	Nickname Payment Method	Second Account Direct Deposit					
 	Routing Number Account Number letype Account Number	011000015 1234567890 1234567890	0				
Pay Distr	ibution *Account Type	Savings V	1				
	*Deposit Type Amount or Percent	Amount Percent					
			-				

**Step 7:** Enter the **dollar** amount desired if Amount is chosen as the Deposit Type.

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Direct Deposit		Les frances de la facture de la constance de la			an a
Accounts	Cancel	Add Account	Save		
Order         Nickname         Payment           1         Checking         Direct De	When this second account is saved, the Remaining Balance and the account or	e deposit type of the first account will be der will be updated to last in the list.	* Indicates required field updated from Full Balance to	Amount/ Percent Full Balance	> ·
	Nickname Payment Method	Second Account Direct Deposit			
	Bank Routing Number	011000015	0		
	Account Number Retype Account Number	1234567890           1234567890			
	Pay Distribution				
	*Account Type *Deposit Type	Savings ~			
	Amount	300.00	]		

Step 8: Enter a desired percentage if Percentage is chosen as the Deposit Type.

$\leftarrow \mid \odot  \bigtriangledown$	Δ÷ Θ
Direct Deposit	
Accounts Cancel Add Account Save	
Order Nickname Payment * Indicates required field	Amount/ Percent
1 Checking Direct De Remaining Balance and the account order will be updated to last in the list.	Full Balance >
Nickname Second Account	
Payment Method Direct Deposit	
Bank	
Routing Number 011000015	
Account Number 1234567890	
Retype Account Number 1234567890	
Pay Distribution	
*Account Type Savings ~	
"Deposit Type Percent 🗸	
Percent 20	

#### Step 9: Click the Save button.

$\leftarrow$	0	$\heartsuit$						Û	: (	Ø
Dire	ect Depos	sit	<u> </u>					246		
A	ccounts									
	+ 🗉			Cancel	Add Account	Save				
9	Order	Nickname	Payment Metho			* Indicates required field	Amount/ Percent			
	1	Checking	Direct Deposit	When this second account is saved, the Remaining Balance and the account or	e deposit type of the first account will be der will be updated to last in the list.	updated from Full Balance to	Full Balance		>	
				Nickname	Second Account					
				Payment Method	Direct Deposit					
				Bank						
				Routing Number	011000015	0				
				Account Number	1234567890	]				
				Retype Account Number	1234567890	]				
				Pay Distribution						
				*Account Type	Savings 🗸	]				
				*Deposit Type	Percent ~					
				Percent	20					

**Step 10:** The Direct Deposit page will update with the new account.

$\leftarrow$	0	$\Diamond$					Û Û	:	Ø
Dir	ect Dep	osit						1.1.000	
A	ccounts	٦							_
l	+ -								_
	Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent		
	1	Second Account	Direct Deposit	011000015	XXXXXX7890	Savings	20.00%	;	>
	Last	Checking	Direct Deposit	011000015	XXXXX7890	Checking	Remaining Balance	;	,

**Note:** If the employee has multiple accounts, the primary account will not have an amount or percent. It will say remaining balance; the other accounts can be a combination of percentages or flat amounts.

**Step 11:** The original account added will automatically have a Deposit Type of **Remaining Balance**.

$\leftarrow$	(9)	$\diamond$						1 <b>:</b>	Ø
Dire	ect Depo	osit							
A	ccounts								
	Trder	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent		-
	1	Second Account	Direct Deposit	011000015	XXXXX7890	Savings	20.00%		>
I	_ast	First Account	Direct Deposit	011000015	XXXXX7890	Checking	Remaining Balance		>

**Step 12:** If the accounts do not equal 100%, this error message will occur. Edit the percentage and click the **Save** button.

$\leftarrow$   $\odot$	$\heartsuit$					Ŭ Ĉ	: Ø
Direct Dep	osit	<u>- 1035,</u> - <b>-</b> - <b>-</b>					
Accounts			Cancel	Edit Account	Save		
+ =					* Indicates required field		
Order	Nickname	Paym	Nickname	First Account		Amount/ Percent	
1	Second Account	Direct	Payment Method	Direct Deposit		20.00%	>
2	Third Account	Direct	Bank			50.00%	>
Last	First Account	Direct	Routing Number	011000015	0	Remaining Balance	>
Reorder			The sum of percentages s Change t Pay Dist "Account Type "Deposit Type Percent "New Remaining Balance Account	pecified in your direct deposit account he percent value in one or more of you OK Checking • Percent • 50.00 Second Account • Remove	s must be lower than 100%. r accounts.		

### V. Editing an Account

**Step 1:** On the Direct Deposit page, click the **row** for the account you would like to change.

÷	-   ©	$\heartsuit$					ΔĻ	:	Ø
D	irect Depo	sit							
	Accounts								
	+ =								
Ι.	Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent		
	1	Checking	Direct Deposit	011000015	XXXXXX7890	Checking	Full Balance		>

Step 2: Edit any necessary information in the Nickname, Routing Number, Account Type, or Deposit Type fields.

$\leftarrow$	-   🕓 🤇	$\Diamond$						Û Û	Ø
Di	rect Depos	sit							
	Accounts			Cancel		Edit Account	Save		
	+ =						* Indicates required field		
	Order	Nickname	Paym		Nickname	Second Account		Amount/ Percent	
	1	First Account	Direct		Payment Method	Direct Deposit	J	60.00%	>
	Last	Second Account	Direct	Bank				Remaining Balance	>
					Routing Number	011000015	0		
					Account Number	XXXXXX7890			
				Retype	Account Number				
				Pay Distributio	on				
					*Account Type	Savings 🗸			
					*Deposit Type	Remaining Balance			
						Remove	1		

Step 3: Click the pencil button to edit the Account Number.

• •
>
>

**Step 4:** If the Deposit Type is changed on the account set to Remaining Balance, the **New Remaining Balance Account** field will appear. Select the new account to set as **Remaining Balance**.

÷	-   ©	$\heartsuit$					Û Û	: Ø
D	rect Depo	osit						
	Accounts			Cancel	Edit Account	Save		
	+ =					* Indicates required field		
	Order	Nickname	Paym	Nickname	Second Account		Amount/ Percent	
	1	First Account	Direct	Payment Method	Direct Deposit		60.00%	>
	Last	Second Account	Direct	Bank			Remaining Balance	>
				Routing Number	011000015	0		
				Account Number		<i>*</i>		
				Retype Account Number				
				Pay Distribution				
				*Account Type	Savings ~			
				*Deposit Type	Percent ~			
				Percent				
				*New Remaining Balance Account				

**Note:** The system will require one account to be set as Remaining Balance.

#### Step 5: Click the Save button.

$\leftarrow$	(5)	$\heartsuit$					Ū Ô	: Ø
Di	ect Depo	sit						
	Accounts			Cancel	Edit Account	Save		
	+ =					* Indicates required field		
	Order	Nickname	Paym	Nickname	Second Account		Amount/ Percent	
	1	First Account	Direct	Payment Method	Direct Deposit		60.00%	>
	Last	Second Account	Direct	Bank			Remaining Balance	>
				Routing Number	011000015	0		
				Account Number	XXXXXX7890	<b>*</b>		
				Retype Account Number				
				Pay Distribution				
				*Account Type	Savings ~			
				*Deposit Type	Remaining Balance			
					Remove			

# VI. Removing an Account

**Step 1:** On the Direct Deposit page, click the **row** of the account to remove.

$\leftarrow$	-   O	$\heartsuit$					ΔĢ	:	Ø
Di	rect Depo	osit						1.1.4.1	
	Accounts								-
	+ =	<u></u>							_
	Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent		
	1	Second Account	Direct Deposit	011000015	XXXXXX7890	Savings	20.00%	>	
	Last	Checking	Direct Deposit	011000015	XXXXX7890	Checking	Remaining Balance	>	
									_

#### Step 2: Click the Remove button.

$\leftarrow$ 0 $\heartsuit$					Ô:	Ø
Direct Deposit		har haine ha haine fa haine an			HERRICH CHERRICH	
Accounts	Cancel	Edit Account	Save			
+ =			* Indicates required field			
Order Nickname P	Nickname	Second Account		Amount/ Percent		
1 Second Account D	Payment Method	Direct Deposit		20.00%		>
Last Checking D	Bank			Remaining Balance		>
	Routing Number	011000015	0			
	Account Number	XXXXXX7890	<b>*</b>			
	Retype Account Number					
	Pay Distribution					
	*Account Type	Savings 🗸				
	*Deposit Type	Percent 🗸				
	Percent	20.00				
		Remove				

Step 3: Click the Yes button to remove the account.

Accounts	Cancel Edit Account	Save	
+ -	* Indicates req	quired field	
Order Nickname	P Nickname Second Account	Amount/ Percent	
1 Second Account	D Payment Method Direct Deposit	20.00%	>
Last Checking	D Bank	Remaining Balance	>
	Routing Number 011000015		
	Account Num		
	Are you sure you want to remove the account r		
	Pay Distribution Yes No		
	*Account Type Savings		
	*Deposit Type Percent V		
	Percent 20.00		
	Remove		

## VII. Adding a New Account as Remaining Balance

To add a new account as the Remaining Balance, the account needs to be first added as a percentage or amount. The current Remaining Balance account can then be edited to reflect the desired changes.

←	-   ©	$\heartsuit$					
Di	rect Depo	osit					
	Accounts						
	+ =	]					
	Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
	1	Checking	Direct Deposit	011000015	XXXXX7890	Checking	Full Balance

Step 1: Click the plus button to add a new account.

: 0

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**Step 2:** Enter the information for the account. The Percentage across all accounts must equal less than 100%. The Amount across all accounts must equal less than the net pay.

$\leftarrow$   $\odot$ $\heartsuit$					Û	Ø
Direct Deposit						
Accounts	Cancel	Add Account	Save			
+ = Order Niekname Baum			* Indicates required field	Amount/ Descent		
1 First Account Direct	Nickname	Third Account		30.00%		>
Last Second Account Direct	Payment Method	Direct Deposit		Remaining Balance		>
	Bank Routing Number	011000015	0			
	Account Number	1234567890	-			
	Retype Account Number	1234567890				
	Pay Distribution					
	*Account Type	Savings 🗸				
	*Deposit Type	Percent ~				
	Percent	60				

**Step 3:** Click on the row of the current account set to **Remaining Balance**. Edit the Deposit Type to the desired percentage or amount.

$\leftarrow \mid \odot  \heartsuit$					ΟÔ	:	Ø
Direct Deposit							
Accounts	Cancel	Edit Account	Save				
+ =			* Indicates required field				
Order Nickname Paym	Nickname	First Account		Amount/ Percen	t		
1 Third Account Direct	Payment Method	Direct Deposit		60.00%		>	
2 Second Account Direct	Bank			30.00%		>	
Last First Account Direct	Routing Number	011000015	0	Remaining Balar	ice	>	
Baardan	Account Number	XXXXXX7890	<i>i</i>				
Rediter	Retype Account Number						
	Pay Distribution						
	*Account Type	Checking ~					
	*Deposit Type	Percent ~					
	Percent	60					
	*New Remaining Balance Account	~					
		Remove					

**Step 4:** This will require a New Remaining Balance Account. Choose a new account that will become the New Remaining Balance Account. Click the **Save** button.

$\leftarrow$		$\heartsuit$						Û	: (	ø
Di	rect Depos	sit								
	Accounts			Cancel	Edit Account	Save				
	+ =					* Indicates required field				
	Order	Nickname	Paym	Nickname	First Account		Amount/ Percent			
	1	Second Account	Direct	Payment Method	Direct Deposit		20.00%		>	
	2	Third Account	Direct	Bank			50.00%		>	
	Last	First Account	Direct	Routing Number	011000015	0	Remaining Balance		>	
	Reorder			Account Number	XXXXXX7890	<b>*</b>				
	reorder			Retype Account Number						
				Pay Distribution						
				*Account Type	Checking ~					
				*Deposit Type	Percent ~					
				Percent	50.00					
				*New Remaining Balance Account	<b>`</b>					
					Second Account					
					Third Account					

**Step 5:** Click the **Remove** button to delete the current Remaining Balance Account.

$\leftarrow \mid$	<b>(</b>	$\heartsuit$						Û	. 0
Direct	Depos	sit							
Acco	ounts			Cancel	Edit Account	Save			
+	Ē					* Indicates required field			
Ord	er	Nickname	Paym	Nickname	Third Account		Amount/ Percent		
1		Second Account	Direct	Payment Method	Direct Deposit		30.00%		>
2		First Account	Direct	Bank			60.00%		>
Last		Third Account	Direct	Routing Number	011000015	0	Remaining Balance		>
Re	order			Account Number	XXXXX7890	×			
				Retype Account Number		_			
				Pay Distribution					
				*Account Type	Savings 🗸				
				*Deposit Type	Remaining Balance 🗸				
					Remove				

**Step 6:** This message will appear to warn that one account must be set to Remaining Balance. Click the **OK** button.

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Direct Depo	osit										
Accounts			Cancel		Edit Account		Save				
+ =							* Indicates required field				
Order	Nickname	Paym		Nickname	Third Account		-	Amount/ Percent			
1	Second Account	Direct	P	ayment Method	Direct Deposit			30.00%			>
2	First Account	Direct	Bank					60.00%			>
Last	Third Account	Direct	R	Routing Number	011000015	0		Remaining Balance	е		>
Reorder		Select OK to confirm	n the deletion of this acco	A count and assign or "Account Type   "Deposit Type	Remaining Balance account is requir ne of your existing accounts as a rema OK Cancel Savings • Remaining Balance • Remove	ed. ining balance	account. Select Cancel to not o	telete this account.			

**Step 7:** Select the New Remaining Balance Account desired. Click the **Save** button.

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Di	rect Depos	sit							
	Accounts								
	+ =								
	Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent		
	1	Second Account	Direct Deposit	011000015	XXXXXX7890	Savings	30.00%		>
	2	First Account	Direct Deposit	Cancel Remaining Balance Account Save		Save	60.00%		>
	Last	Third Account	Direct Deposit		* Indicates req	uired field Savings	Remaining Balance		>
	A New Remaining balance Account is required. Select one of your existin accounts as a remaining balance account.				required. Select one of your existing ount.				
						_			
				*New Remaining Balance Accou	nt	~			
					First Account				
					Second Account				

**Step 8:** The Direct Deposit screen will reflect the new account set to Remaining Balance.

←	©	$\heartsuit$					Ċ Û	. :	Ø		
Direct Deposit											
4	ccounts								_		
l	+ -										
	Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent				
	1	Second Account	Direct Deposit	011000015	XXXXXX7890	Savings	30.00%	>	,		
	2	First Account	Direct Deposit	011000015	XXXXX7890	Checking	60.00%	>			
ſ	Last	Third Account	Direct Deposit	011000015	XXXXXX7890	Savings	Remaining Balance	>			
ſ	Reorder										