
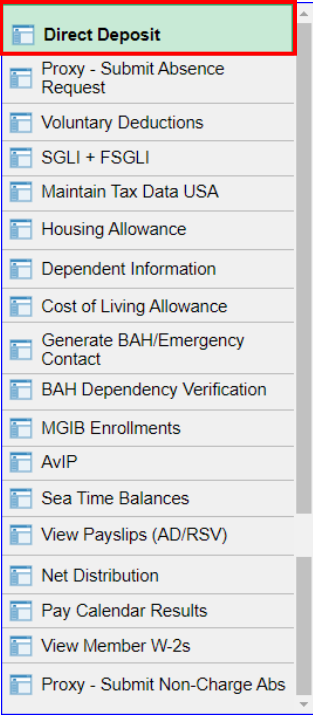


Direct Deposit

Introduction This guide provides the procedures for a P&A Technician to change a member’s Direct Deposit in Direct Access (DA).

Information Type, DO NOT copy and paste account numbers from other applications as they may contain hidden characters tnot compatible with the Treasury interface.

Procedures See below.

Step	Action
1	Click on the Active/Reserve Pay Tile. 
1.5	The default Direct Deposit option will automatically display. 

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Direct Deposit, Continued


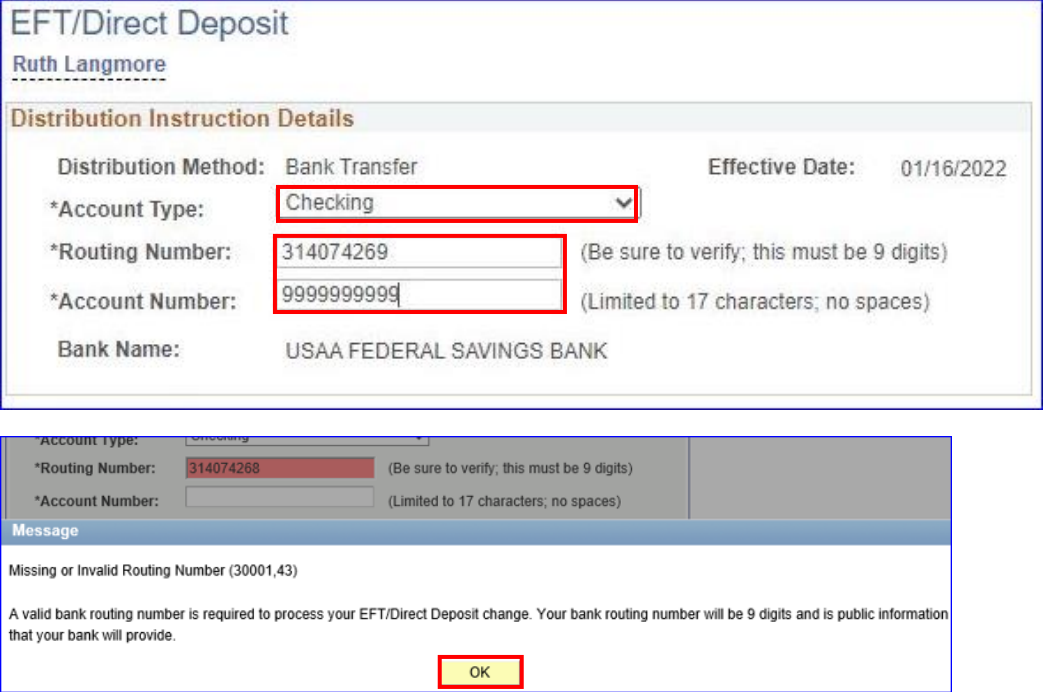
Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID. Click Search.</p> <div data-bbox="370 525 1333 846" style="border: 1px solid blue; padding: 5px;"><p>Direct Deposit Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p><input type="button" value="Find an Existing Value"/></p><p>▼ Search Criteria</p><p>Search by: <input type="text" value="Empl ID"/> begins with <input style="border: 1px solid red;" type="text" value="1234567"/></p><p><input style="border: 1px solid red;" type="button" value="Search"/> Advanced Search</p></div>

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Direct Deposit, Continued




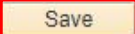
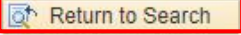






Procedures,
continued

Step	Action
<p>3</p>	<p>The member's current EFT/Direct Deposit information will be displayed. To make changes, click Edit.</p> 
<p>4</p>	<p>The Effective Date will default to the first day of the pay period the change will take effect and cannot be edited. Select the Account Type from the drop-down. Enter the Routing Number. Press the Tab key to populate the Bank Name. Enter the Account Number</p> <p>NOTE: If the routing number is incorrect, an error message will display. Click OK and enter a valid routing number.</p> 

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Direct Deposit, Continued

Procedures,
continued

Step	Action												
<p>5</p>	<p>Click Save. Once saved, click Return to Search.</p> <p>NOTE: Return to Summary will take you to the Return to Search option.</p>  <p>EFT/Direct Deposit Ruth Langmore</p> <p>Pay Distribution Instructions </p> <table border="1" data-bbox="370 703 1409 814"> <thead> <tr> <th>Status</th> <th>Effective Date</th> <th>Payment Method</th> <th>Bank Name</th> <th>Account Number</th> <th></th> </tr> </thead> <tbody> <tr> <td>Current</td> <td>01/16/2022</td> <td>Bank Transfer</td> <td>USAA FEDERAL SAVINGS BANK (314074269)</td> <td>9999999999</td> <td></td> </tr> </tbody> </table> <p> Save</p> <p>Return to Summary</p> <p> Return to Search</p>	Status	Effective Date	Payment Method	Bank Name	Account Number		Current	01/16/2022	Bank Transfer	USAA FEDERAL SAVINGS BANK (314074269)	9999999999	
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Current	01/16/2022	Bank Transfer	USAA FEDERAL SAVINGS BANK (314074269)	9999999999									
<p>6</p>	<p>The member's new Current EFT/Direct Deposit will be displayed.</p>  <p>EFT/Direct Deposit Ruth Langmore</p> <p>Pay Distribution Instructions </p> <table border="1" data-bbox="370 1171 1409 1283"> <thead> <tr> <th>Status</th> <th>Effective Date</th> <th>Payment Method</th> <th>Bank Name</th> <th>Account Number</th> <th></th> </tr> </thead> <tbody> <tr> <td>Current</td> <td>01/16/2022</td> <td>Bank Transfer</td> <td>USAA FEDERAL SAVINGS BANK (314074269)</td> <td>9999999999</td> <td></td> </tr> </tbody> </table>	Status	Effective Date	Payment Method	Bank Name	Account Number		Current	01/16/2022	Bank Transfer	USAA FEDERAL SAVINGS BANK (314074269)	9999999999	
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