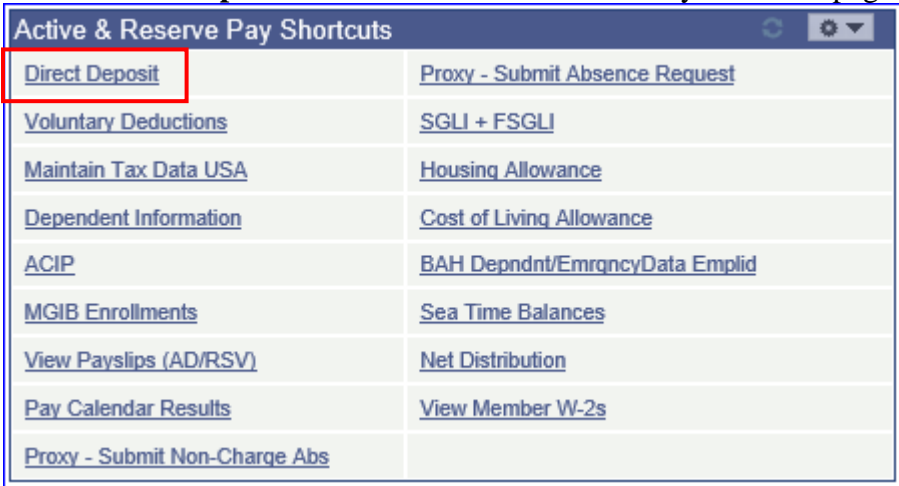
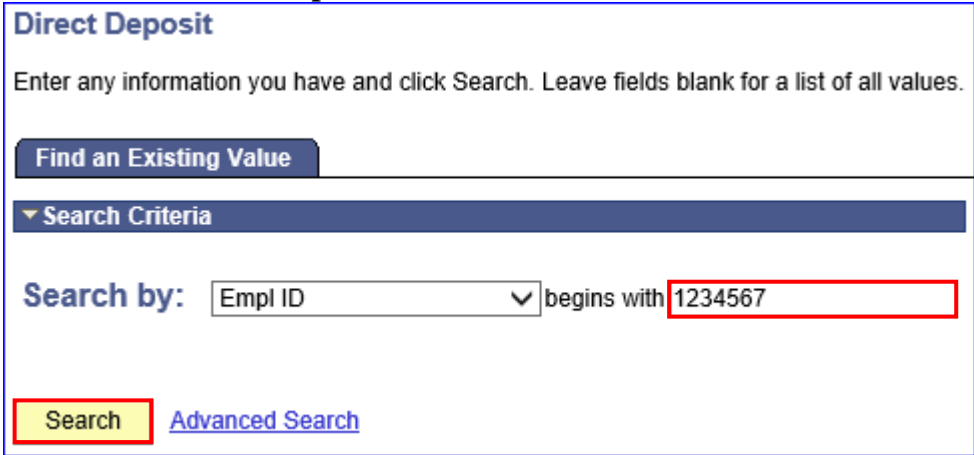


# Direct Deposit

**Introduction** This guide provides the procedures for a SPO to change a member’s Direct Deposit in Direct Access (DA).

**Procedures** See below.

Step	Action																		
<p><b>1</b></p>	<p>Select <b>Direct Deposit</b> from the Active &amp; Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a table of shortcuts:</p> <table border="1"> <tr> <td><a href="#">Direct Deposit</a></td> <td><a href="#">Proxy - Submit Absence Request</a></td> </tr> <tr> <td><a href="#">Voluntary Deductions</a></td> <td><a href="#">SGLI + FSGLI</a></td> </tr> <tr> <td><a href="#">Maintain Tax Data USA</a></td> <td><a href="#">Housing Allowance</a></td> </tr> <tr> <td><a href="#">Dependent Information</a></td> <td><a href="#">Cost of Living Allowance</a></td> </tr> <tr> <td><a href="#">ACIP</a></td> <td><a href="#">BAH Depndnt/EmrgncyData Emplid</a></td> </tr> <tr> <td><a href="#">MGIB Enrollments</a></td> <td><a href="#">Sea Time Balances</a></td> </tr> <tr> <td><a href="#">View Payslips (AD/RSV)</a></td> <td><a href="#">Net Distribution</a></td> </tr> <tr> <td><a href="#">Pay Calendar Results</a></td> <td><a href="#">View Member W-2s</a></td> </tr> <tr> <td><a href="#">Proxy - Submit Non-Charge Abs</a></td> <td></td> </tr> </table>	<a href="#">Direct Deposit</a>	<a href="#">Proxy - Submit Absence Request</a>	<a href="#">Voluntary Deductions</a>	<a href="#">SGLI + FSGLI</a>	<a href="#">Maintain Tax Data USA</a>	<a href="#">Housing Allowance</a>	<a href="#">Dependent Information</a>	<a href="#">Cost of Living Allowance</a>	<a href="#">ACIP</a>	<a href="#">BAH Depndnt/EmrgncyData Emplid</a>	<a href="#">MGIB Enrollments</a>	<a href="#">Sea Time Balances</a>	<a href="#">View Payslips (AD/RSV)</a>	<a href="#">Net Distribution</a>	<a href="#">Pay Calendar Results</a>	<a href="#">View Member W-2s</a>	<a href="#">Proxy - Submit Non-Charge Abs</a>	
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<p><b>2</b></p>	<p>Enter the member’s <b>Empl ID</b>. Click <b>Search</b>.</p>  <p>The screenshot shows the following form elements:</p> <ul style="list-style-type: none"> <li>Section: <b>Direct Deposit</b></li> <li>Text: Enter any information you have and click Search. Leave fields blank for a list of all values.</li> <li>Button: Find an Existing Value</li> <li>Section: Search Criteria</li> <li>Text: Search by: <input type="text" value="Empl ID"/> begins with <input type="text" value="1234567"/></li> <li>Buttons: Search, Advanced Search</li> </ul>																		

*Continued on next page*

## Direct Deposit, Continued

Procedures,  
continued

Step	Action																		
<p><b>3</b></p>	<p>The member's <b>current</b> EFT/Direct Deposit information will be displayed. To make changes, click <b>Edit</b>.</p> <div data-bbox="373 562 1419 898" style="border: 1px solid blue; padding: 5px;"> <p><b>EFT/Direct Deposit</b></p> <p><a href="#">Doc Holiday</a></p> <table border="1" data-bbox="386 674 1406 814"> <thead> <tr> <th colspan="6" style="background-color: #4a7ebb; color: white;">Pay Distribution Instructions</th> </tr> <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>09/15/2008</td> <td>Bank Transfer</td> <td>Navy Federal Credit Union (256074974)</td> <td>987654321</td> <td style="text-align: right;"><b>Edit</b></td> </tr> </tbody> </table> <p><a href="#">Return to Search</a></p> </div>	Pay Distribution Instructions						Status	Effective Date	Payment Method	Bank Name	Account Number		Current	09/15/2008	Bank Transfer	Navy Federal Credit Union (256074974)	987654321	<b>Edit</b>
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<p><b>4</b></p>	<p>The <b>Effective Date</b> will default to the first day of the pay period the change will take effect and cannot be edited. Using the drop-down, select the <b>Account Type</b>.</p> <div data-bbox="373 1010 1419 1528" style="border: 1px solid blue; padding: 5px;"> <p><b>EFT/Direct Deposit</b></p> <p><a href="#">Doc Holiday</a></p> <table border="1" data-bbox="386 1115 1406 1451"> <thead> <tr> <th colspan="2" style="background-color: #4a7ebb; color: white;">Distribution Instruction Details</th> </tr> </thead> <tbody> <tr> <td>Distribution Method:</td> <td>Bank Transfer</td> </tr> <tr> <td>Effective Date:</td> <td>10/16/2018</td> </tr> <tr> <td>*Account Type:</td> <td><input type="text" value="Checking"/></td> </tr> <tr> <td>*Routing Number:</td> <td><input type="text"/> (Be sure to verify; this must be 9 digits)</td> </tr> <tr> <td>*Account Number:</td> <td><input type="text"/> (Limited to 17 characters; no spaces)</td> </tr> <tr> <td>Bank Name:</td> <td><input type="text"/></td> </tr> </tbody> </table> <p><b>Save</b></p> </div>	Distribution Instruction Details		Distribution Method:	Bank Transfer	Effective Date:	10/16/2018	*Account Type:	<input type="text" value="Checking"/>	*Routing Number:	<input type="text"/> (Be sure to verify; this must be 9 digits)	*Account Number:	<input type="text"/> (Limited to 17 characters; no spaces)	Bank Name:	<input type="text"/>				
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# Direct Deposit, Continued

Procedures,  
continued

Step	Action
5	<p>Enter the <b>Routing Number</b>. Press the Tab key to populate the <b>Bank Name</b>.</p> <p><b>Note:</b> If the routing number is incorrect, an error message will display. Click <b>OK</b> and enter a valid routing number.</p> <div data-bbox="373 636 1421 1144" style="border: 1px solid blue; padding: 5px;"> <p><b>EFT/Direct Deposit</b> <a href="#">Doc Holiday</a></p> <p><b>Distribution Instruction Details</b></p> <p>Distribution Method: Bank Transfer      Effective Date: 10/16/2018</p> <p>*Account Type: <input type="text" value="Checking"/></p> <p>*Routing Number: <input style="border: 2px solid red;" type="text" value="314074269"/> (Be sure to verify; this must be 9 digits)</p> <p>*Account Number: <input type="text"/> (Limited to 17 characters; no spaces)</p> <p>Bank Name: <input style="border: 2px solid red;" type="text" value="USAA FEDERAL SAVINGS BANK"/></p> <p style="text-align: center;"><input type="button" value="Save"/></p> </div> <div data-bbox="373 1182 1421 1661" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>EFT/Direct Deposit</b> <a href="#">Doc Holiday</a></p> <p><b>Distribution Instruction Details</b></p> <p>Distribution Method: Bank Transfer      Effective Date: 10/16/2018</p> <p>*Account Type: <input type="text" value="Checking"/></p> <p>*Routing Number: <input style="background-color: #cccccc; border: 2px solid red;" type="text" value="314074268"/> (Be sure to verify; this must be 9 digits)</p> <p>*Account Number: <input type="text"/> (Limited to 17 characters; no spaces)</p> <p><b>Message</b></p> <p>Missing or Invalid Routing Number (30001,43)</p> <p>A valid bank routing number is required to process your EFT/Direct Deposit change. Your bank routing number will be 9 digits and is public information that your bank will provide.</p> <p style="text-align: center;"><input style="border: 2px solid red;" type="button" value="OK"/></p> </div>

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## Direct Deposit, Continued

Procedures,  
continued

Step	Action																		
6	<p>Enter the <b>Account Number</b>. Verify the account number was entered correctly. Click <b>Save</b>. Once saved, click <b>Return to Summary</b>.</p> <div data-bbox="375 562 1421 1140" style="border: 1px solid blue; padding: 5px;"> <p><b>EFT/Direct Deposit</b> <a href="#">Doc Holiday</a></p> <p><b>Distribution Instruction Details</b></p> <p>Distribution Method: Bank Transfer      Effective Date: 10/16/2018</p> <p>*Account Type: <input type="text" value="Checking"/> ▼</p> <p>*Routing Number: <input type="text" value="314074269"/> (Be sure to verify; this must be 9 digits)</p> <p>*Account Number: <input style="border: 2px solid red;" type="text" value="1234567890"/> (Limited to 17 characters; no spaces)</p> <p>Bank Name: USAA FEDERAL SAVINGS BANK</p> <p style="text-align: center;"><input style="border: 2px solid red;" type="button" value="Save"/></p> <p style="text-align: center;"><input style="border: 2px solid red;" type="button" value="Return to Summary"/></p> </div>																		
7	<p>The member's <b>Current</b> and <b>Future</b> EFT/Direct Deposit will be displayed.</p> <div data-bbox="375 1213 1421 1602" style="border: 1px solid blue; padding: 5px;"> <p><b>EFT/Direct Deposit</b> <a href="#">Doc Holiday</a></p> <p><b>Pay Distribution Instructions</b></p> <table border="1" data-bbox="386 1350 1409 1514"> <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>09/15/2008</td> <td>Bank Transfer</td> <td>Navy Federal Credit Union (256074974)</td> <td>987654321</td> <td><input type="button" value="Edit"/></td> </tr> <tr> <td>Future</td> <td>10/16/2018</td> <td>Bank Transfer</td> <td>USAA FEDERAL SAVINGS BANK (314074269)</td> <td>1234567890</td> <td><input type="button" value="Edit"/></td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Return to Search"/></p> </div>	Status	Effective Date	Payment Method	Bank Name	Account Number		Current	09/15/2008	Bank Transfer	Navy Federal Credit Union (256074974)	987654321	<input type="button" value="Edit"/>	Future	10/16/2018	Bank Transfer	USAA FEDERAL SAVINGS BANK (314074269)	1234567890	<input type="button" value="Edit"/>
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