
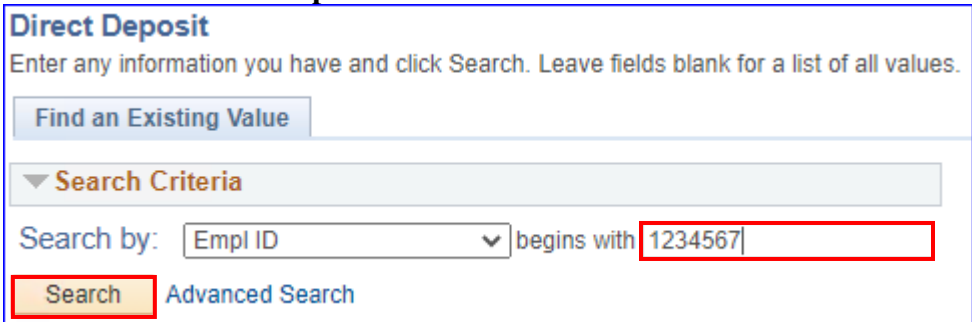


Direct Deposit

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>1</p>	<p>Select Direct Deposit from the Active & Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a table of shortcuts:</p> <table border="1"> <tr> <td>Direct Deposit</td> <td>Proxy - Submit Absence Request</td> </tr> <tr> <td>Voluntary Deductions</td> <td>SGLI + FSGLI</td> </tr> <tr> <td>Maintain Tax Data USA</td> <td>Housing Allowance</td> </tr> <tr> <td>Cost of Living Allowance</td> <td>Dependent Information</td> </tr> <tr> <td>BAH Depndnt/EmrgncyData Emplid</td> <td>MGIB Enrollments</td> </tr> <tr> <td>Sea Time Balances</td> <td>AvIP</td> </tr> <tr> <td>View Payslips (AD/RSV)</td> <td>Net Distribution</td> </tr> <tr> <td>Pay Calendar Results</td> <td>View Member W-2s</td> </tr> <tr> <td>Proxy - Submit Non-Charge Abs</td> <td></td> </tr> </table>	Direct Deposit	Proxy - Submit Absence Request	Voluntary Deductions	SGLI + FSGLI	Maintain Tax Data USA	Housing Allowance	Cost of Living Allowance	Dependent Information	BAH Depndnt/EmrgncyData Emplid	MGIB Enrollments	Sea Time Balances	AvIP	View Payslips (AD/RSV)	Net Distribution	Pay Calendar Results	View Member W-2s	Proxy - Submit Non-Charge Abs	
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<p>2</p>	<p>Enter the member’s Empl ID. Click Search.</p>  <p>The screenshot shows the search interface:</p> <p>Direct Deposit Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Search by: [Empl ID] begins with [1234567]</p> <p>Search Advanced Search</p>																		

Continued on next page

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> <div data-bbox="370 548 1421 806" style="border: 1px solid black; padding: 5px;"> <p>EFT/Direct Deposit Ruth Langmore</p> <p>Pay Distribution Instructions</p> <table border="1"> <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>09/01/2017</td> <td>Bank Transfer</td> <td>USAA FEDERAL SAVINGS BANK (314074269)</td> <td>12345678</td> <td style="text-align: center;">Edit</td> </tr> </tbody> </table> </div>	Status	Effective Date	Payment Method	Bank Name	Account Number		Current	09/01/2017	Bank Transfer	USAA FEDERAL SAVINGS BANK (314074269)	12345678	Edit
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<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> <div data-bbox="370 1077 1421 1486" style="border: 1px solid black; padding: 5px;"> <p>EFT/Direct Deposit Ruth Langmore</p> <p>Distribution Instruction Details</p> <p>Distribution Method: Bank Transfer Effective Date: 01/16/2022</p> <p>*Account Type: Checking</p> <p>*Routing Number: 314074269 (Be sure to verify; this must be 9 digits)</p> <p>*Account Number: 9999999999 (Limited to 17 characters; no spaces)</p> <p>Bank Name: USAA FEDERAL SAVINGS BANK</p> </div> <div data-bbox="370 1514 1317 1770" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>*Account type: Checking</p> <p>*Routing Number: 314074268 (Be sure to verify; this must be 9 digits)</p> <p>*Account Number: (Limited to 17 characters; no spaces)</p> <p>Message</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;">OK</p> </div>												

Continued on next page

Direct Deposit, Continued

Procedures,
continued

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5	<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>The screenshot shows the following details:</p> <table border="1" data-bbox="370 659 1419 1050"> <thead> <tr> <th colspan="6">EFT/Direct Deposit</th> </tr> <tr> <th colspan="6">Ruth Langmore</th> </tr> <tr> <th colspan="6">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>01/16/2022</td> <td>Bank Transfer</td> <td>USAA FEDERAL SAVINGS BANK (314074269)</td> <td>9999999999</td> <td>Edit</td> </tr> </tbody> </table> <p>Buttons shown: Save, Return to Summary, Return to Search</p>	EFT/Direct Deposit						Ruth Langmore						Pay Distribution Instructions						Status	Effective Date	Payment Method	Bank Name	Account Number		Current	01/16/2022	Bank Transfer	USAA FEDERAL SAVINGS BANK (314074269)	9999999999	Edit
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