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.					
	Active/Reserve Pay					
1.5	The default Direct Deposit option will automatically display.					
	📄 Direct Deposit					
	Proxy - Submit Absence Request					
	Voluntary Deductions					
	SGLI + FSGLI					
	Tax Data USA					
	Housing Allowance					
	Dependent Information					
	Cost of Living Allowance					
	Generate BAH/Emergency Contact					
	BAH Dependency Verification					
	MGIB Enrollments					
	AVIP					
	Sea Time Balances					
	View Payslips (AD/RSV)					
	Net Distribution					
	Pay Calendar Results View Member W-2s					
	Proxy - Submit Non-Charge Abs					
	1					

Continued on next page

Direct Deposit, Continued

Procedures,

continued

Step	Action
2	Enter the member's Empl ID . Click Search .
	Direct Deposit
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	Search Criteria
	Search by: Empl ID v begins with 1234567
	Search Advanced Search

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Direct Deposit, Continued

Procedures,

continued

Step	Action									
3	The member's current EFT/Direct Deposit information will be displayed. To									
	make changes, click Edit .									
	EFT/Direct Deposit									
	Ruth Langmore									
	Pay Distribution Instructions									
	Status Effective Date Payment Method Bank Name Account Number									
	Current 09/01/2017 Bank Transfer USAA FEDERAL SAVINGS 12345678 Edit									
	Enter the Account Number NOTE: If the routing number is incorrect, an error message will display. Click OK and enter a valid routing number. EFT/Direct Deposit Ruth Langmore Distribution Instruction Details									
	Distribution Method: Bank Transfer Effective Date: 01/16/2022 *Account Type: Checking V									
	*Routing Number: 314074269 (Be sure to verify; this must be 9 digits)									
	*Account Number: 99999999999 (Limited to 17 characters; no spaces)									
	Bank Name: USAA FEDERAL SAVINGS BANK									
	*Account type: Stocking *Routing Number: 314074268 (Be sure to verify; this must be 9 digits) *Account Number: (Limited to 17 characters; no spaces) Message Missing or Invalid Routing Number (30001,43) 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. OK									

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Direct Deposit, Continued

Procedures,

continued

Step	Action								
5	Click Save. Once saved, click Return to Search.								
	NOTE: Return to Summary will take you to the Return to Search option. EFT/Direct Deposit Ruth Langmore								
	Pay Distril	oution Instructi	ons			12			
	Status	Effective Date	Payment Method	Bank Name	Account Number				
	Current	01/16/2022	Bank Transfer	USAA FEDERAL SAVINGS BANK (314074269)	9999999999	Edit			
	Save Return to Summary								
6	The member's new Current EFT/Direct Deposit will be displayed.								
	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)	99999999999	Edit			