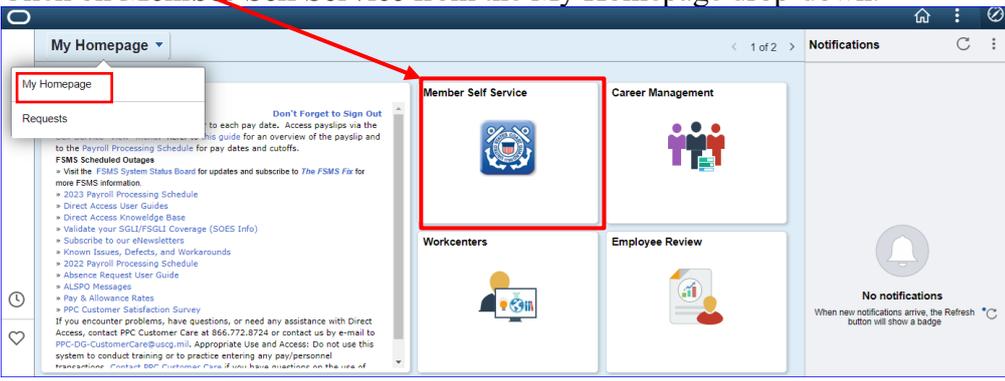


Direct Deposit

Introduction This guide provides the procedures for editing or changing Direct Deposit account information in Direct Access (DA).

- Important Information**
- Do not close your existing direct deposit account until you are sure your request to change accounts has successfully processed and you are receiving payments at the new account.
 - The account used for travel payments will default to the same account used for payroll direct deposit. The travel payments account will update automatically, shortly after you change your payroll direct deposit account. However, you may elect to use a different account for travel payments. Download and complete CG-7302 at https://media.defense.gov/2019/May/03/2002127475/-1/-1/0/CG_7302.PDF, if you want to only change the account used for deposits concerning your travel claim payments.
 - You cannot future date direct deposit changes. If you submit a change on or before one of the cutoff dates, it will be effective on that payday. **Make sure you submit your change during the processing window for the payday you want the change to be effective.**
 - Example: You want your direct deposit account to be changed beginning with the 14 November payday. Submit your change after the cutoff for the 31 October payday (21 October) but on or before the cutoff for the 14 November payday (4 November).

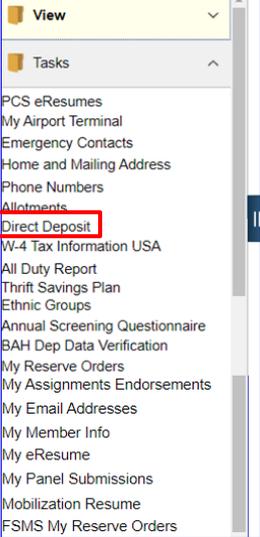
Procedures See below.

| Step | Action |
|------|--|
| 1 | <p>Click on Member Self Service from the My Homepage drop-down.</p>  <p>The screenshot shows a web interface with a 'My Homepage' dropdown menu open. The 'Member Self Service' option is highlighted with a red box. A red arrow points from the text 'Click on Member Self Service' to this option. Other visible options include 'Requests', 'Career Management', 'Workcenters', and 'Employee Review'. The interface also includes a 'No notifications' badge and a 'Refresh' button.</p> |

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Direct Deposit, Continued

Procedures,
continued

| Step | Action |
|------|---|
| 1.5 | <p>Select the Direct Deposit option.</p>  <p>The screenshot shows a vertical menu with a search bar at the top. Below the search bar, there are two expandable sections: 'View' (expanded) and 'Tasks' (collapsed). Under the 'Tasks' section, a list of menu items is displayed. The item 'Direct Deposit' is highlighted with a red rectangular box. Other items in the list include PCS eResumes, My Airport Terminal, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, W-4 Tax Information USA, All Duty Report, Thrift Savings Plan, Ethnic Groups, Annual Screening Questionnaire, BAH Dep Data Verification, My Reserve Orders, My Assignments Endorsements, My Email Addresses, My Member Info, My eResume, My Panel Submissions, Mobilization Resume, and FSMS My Reserve Orders.</p> |

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Direct Deposit, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | |
|---------|--|----------------|---------------------------------------|----------------|-------------|----------------|--|---------|------------|---------------|---------------------------------------|-----------|-------------|
| 2 | <p>The current My EFT/Direct Deposit account information will display. Click the Edit button.</p> <div data-bbox="328 528 1358 925" style="border: 1px solid blue; padding: 5px;"> <p>My EFT/Direct Deposit <u>Jack Sparrow</u></p> <p>Click the "Edit" button to change your current EFT/Direct Deposit election for your net pay. You will need your bank routing number and bank account number to complete this transaction. If a Future row exists and it needs changed, click the EDIT button on the future row and make the change and save.</p> <p>If you have any questions, please contact your SPO/Admin office.</p> <p>Pay Distribution Instructions </p> <table border="1" data-bbox="328 801 1350 925"> <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>03/16/2019</td> <td>Bank Transfer</td> <td>Navy Federal Credit Union (256074974)</td> <td>987654321</td> <td style="text-align: center;">Edit</td> </tr> </tbody> </table> </div> | Status | Effective Date | Payment Method | Bank Name | Account Number | | Current | 03/16/2019 | Bank Transfer | Navy Federal Credit Union (256074974) | 987654321 | Edit |
| Status | Effective Date | Payment Method | Bank Name | Account Number | | | | | | | | | |
| Current | 03/16/2019 | Bank Transfer | Navy Federal Credit Union (256074974) | 987654321 | Edit | | | | | | | | |
| 3 | <p>The My EFT/Direct Deposit page can now be edited.</p> <ul style="list-style-type: none"> • Account Type – Select the appropriate type from the drop-down. <div data-bbox="328 1039 1358 1487" style="border: 1px solid blue; padding: 5px;"> <p>If you have any questions, please contact your SPO/Admin office.</p> <p>Distribution Instruction Details</p> <p>Distribution Method: Bank Transfer</p> <p>*Account Type: Checking Checking Savings </p> <p>*Routing Number: <input type="text"/> (Required 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 type="text"/></p> <p style="text-align: center;">Save</p> <p>Return to Summary</p> </div> | | | | | | | | | | | | |

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Direct Deposit, Continued

Procedures,
continued

| Step | Action |
|----------|---|
| <p>4</p> | <ul style="list-style-type: none"> • Routing Number – Enter the 9 digit bank routing number. After entering the routing number, press the Tab key. The Bank Name will populate for verification. It is critical to ensure the correct banking institution is displayed. • Account Number – Enter the account number. Verify the accuracy of the account number before saving the transaction. <p>NOTE: Ensure both the Routing and Account Numbers are completely aligned to the left of the blocks (make sure there are no spaces before the number).</p> <p>When completed and banking information has been verified, click the Save button.</p> <div data-bbox="327 824 1369 1279" style="border: 1px solid blue; padding: 5px;"> <p>If you have any questions, please contact your SPO/Admin office.</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Distribution Instruction Details</p> <p>Distribution Method: Bank Transfer</p> <p>*Account Type: <input type="text" value="Checking"/></p> <p>*Routing Number: <input type="text" value="101100728"/> (Be sure to verify; this must be 9 digits)</p> <p>*Account Number: <input type="text" value="123456789"/> (Limited to 17 characters; no spaces)</p> <p>Bank Name: <input type="text" value="Corefirst Bank & Trust"/></p> <p><input type="button" value="Save"/></p> <p>Return to Summary</p> </div> </div> |
| <p>5</p> | <p>A Save Confirmation will display. Click Return to Homepage to close this transaction.</p> <p>NOTE: Since this confirmation does not return you to the My EFT/Direct Deposit screen, you may want to re-enter the link to verify it was saved correctly.</p> <div data-bbox="327 1541 716 1839" style="border: 1px solid blue; padding: 5px;"> <p>Save Confirmation</p> <p> The Save was successful.</p> <p><input type="button" value="Return to Homepage"/></p> </div> |