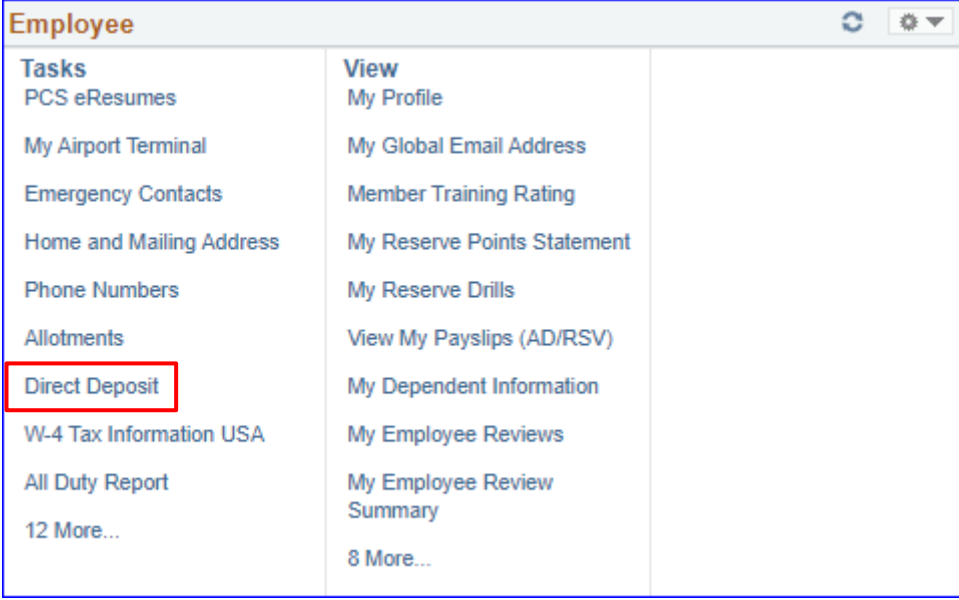
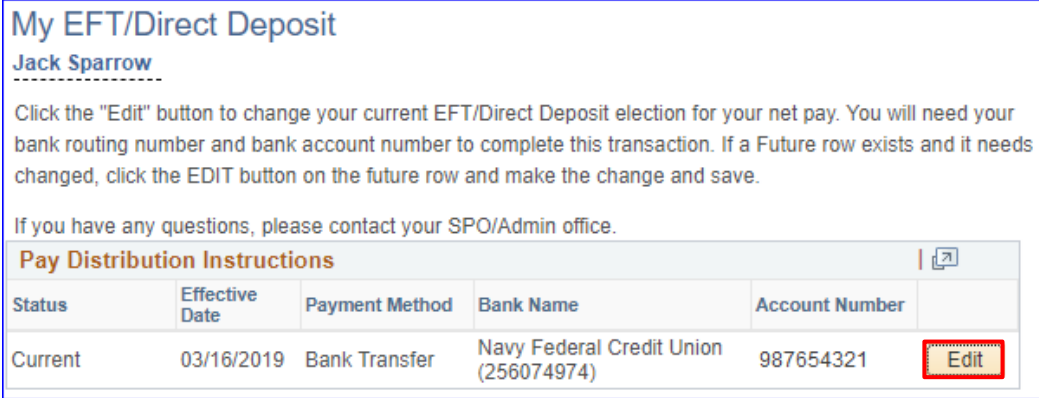


Direct Deposit

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

Procedures See below.

Step	Action												
<p>1</p>	<p>Select the Direct Deposit link from the Employee pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet with a list of links. The 'Direct Deposit' link is highlighted with a red rectangular box. Other visible links include Tasks, My Airport Terminal, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, W-4 Tax Information USA, All Duty Report, 12 More..., View, My Profile, My Global Email Address, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Dependent Information, My Employee Reviews, My Employee Review Summary, and 8 More...</p>												
<p>2</p>	<p>The current My EFT/Direct Deposit account information will display. Click the Edit button.</p>  <p>The screenshot shows the 'My EFT/Direct Deposit' page for Jack Sparrow. It includes instructions on how to edit the account information. Below the instructions is a table titled 'Pay Distribution Instructions' with columns for Status, Effective Date, Payment Method, Bank Name, and Account Number. The 'Current' row shows 'Bank Transfer' to 'Navy Federal Credit Union (256074974)' with account number '987654321'. The 'Edit' button in the last column of this row is highlighted with a red rectangular box.</p> <table border="1" data-bbox="327 1556 1348 1713"> <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>Edit</td> </tr> </tbody> </table>	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								

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Direct Deposit, Continued

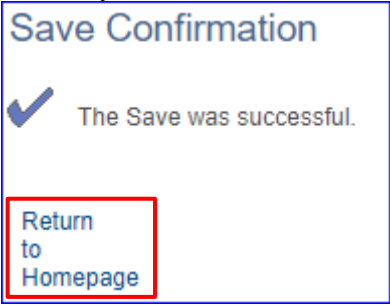
Procedures,
continued

Step	Action
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. <p>If you have any questions, please contact your SPO/Admin office.</p> <div data-bbox="328 622 1362 1016" style="border: 1px solid blue; padding: 5px;"> <p>Distribution Instruction Details</p> <p>Distribution Method: Bank Transfer</p> <p>*Account Type: Checking ▼</p> <p>*Routing Number: Checking Savings (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 type="text"/></p> <p style="text-align: center;"><input type="button" value="Save"/></p> <p style="text-align: center;">Return to Summary</p> </div>
4	<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="328 1429 1362 1877" 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: <input type="text" value="Checking"/> ▼</p> <p>*Routing Number: 101100728 (Be sure to verify; this must be 9 digits)</p> <p>*Account Number: 123456789 (Limited to 17 characters; no spaces)</p> <p>Bank Name: Corefirst Bank & Trust</p> <p style="text-align: center;"><input style="border: 1px solid red;" type="button" value="Save"/></p> <p style="text-align: center;">Return to Summary</p> </div>

Continued on next page

Direct Deposit, Continued

Procedures, continued

Step	Action
5	<p data-bbox="328 501 1305 566">A Save Confirmation will display. Click Return to Homepage to close this transaction.</p> <p data-bbox="328 607 1286 712">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="328 712 719 1016"></div>
