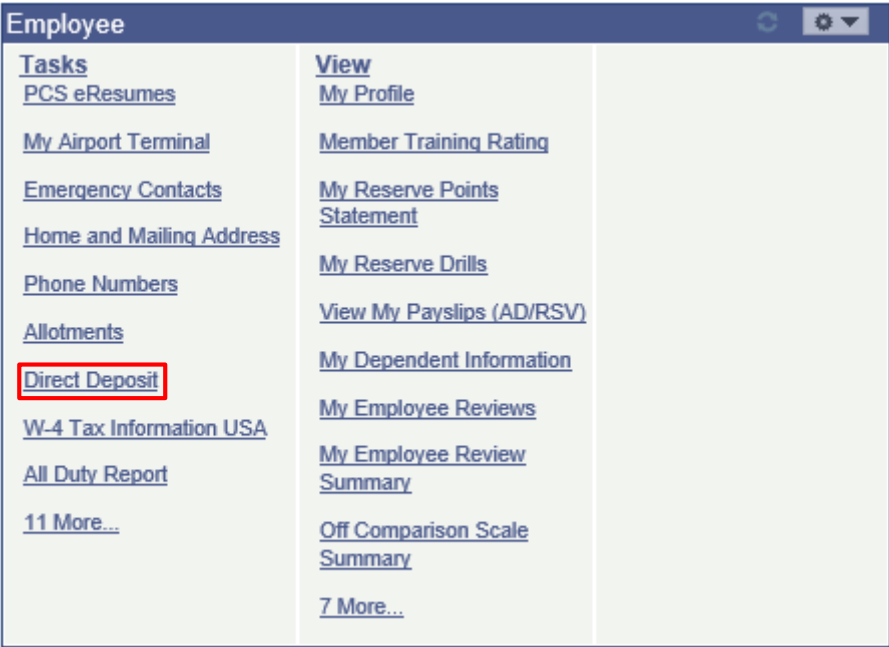



Direct Deposit

Introduction This guide provides the procedures for members to edit Direct Deposit account information in Direct Access.

Procedures See below.

Step	Action												
1	<p>Select the Direct Deposit link from the Employee pagelet.</p>  <p>The screenshot shows a web interface titled "Employee" with a list of links. The "Direct Deposit" link is highlighted with a red rectangular box. Other visible links include Tasks, PCS eResumes, My Airport Terminal, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, W-4 Tax Information USA, All Duty Report, 11 More..., View, My Profile, 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, Off Comparison Scale Summary, and 7 More...</p>												
2	<p>The current EFT/Direct Deposit account information will display. Click the Edit button.</p> <p>My EFT/Direct Deposit</p> <p><u>PENNELOPE PITSTOP</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>The screenshot shows a table titled "Pay Distribution Instructions" with the following data:</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>08/06/2010</td> <td>Bank Transfer</td> <td>Navy Credit (123456789)</td> <td>978653421</td> <td>Edit</td> </tr> </tbody> </table>	Status	Effective Date	Payment Method	Bank Name	Account Number		Current	08/06/2010	Bank Transfer	Navy Credit (123456789)	978653421	Edit
Status	Effective Date	Payment Method	Bank Name	Account Number									
Current	08/06/2010	Bank Transfer	Navy Credit (123456789)	978653421	Edit								

Continued on next page

Direct Deposit, Continued

Procedures, continued

Step	Action
3	<p>The My EFT/Direct Deposit page can now be edited.</p> <p>My EFT/Direct Deposit</p> <p>PENNELOPE PITSTOP</p> <p>Please specify a routing number and account number. Reference a check or statement from your bank account to obtain your account number and routing number or contact your bank to obtain this information.</p> <p>If you have any questions, please contact your SPO/Admin office.</p> <div data-bbox="359 770 1369 1099" style="border: 1px solid black; padding: 5px;"> <p>Distribution Instruction Details</p> <p>Distribution Method: Bank Transfer</p> <p>*Account Type: Checking ▼</p> <p>*Routing Number: 676767111 (Be sure to verify; this must be 9 digits)</p> <p>*Account Number: 978653421 (Limited to 17 characters; no spaces)</p> <p>Bank Name:</p> </div> <p style="text-align: center;">Save</p> <p>Account Type: Click the drop-down and make a selection.</p> <p>Routing Number: Enter the 9 digit 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.</p> <p>Account Number: Enter the account number. Verify the accuracy of the account number before saving the transaction.</p> <p>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>