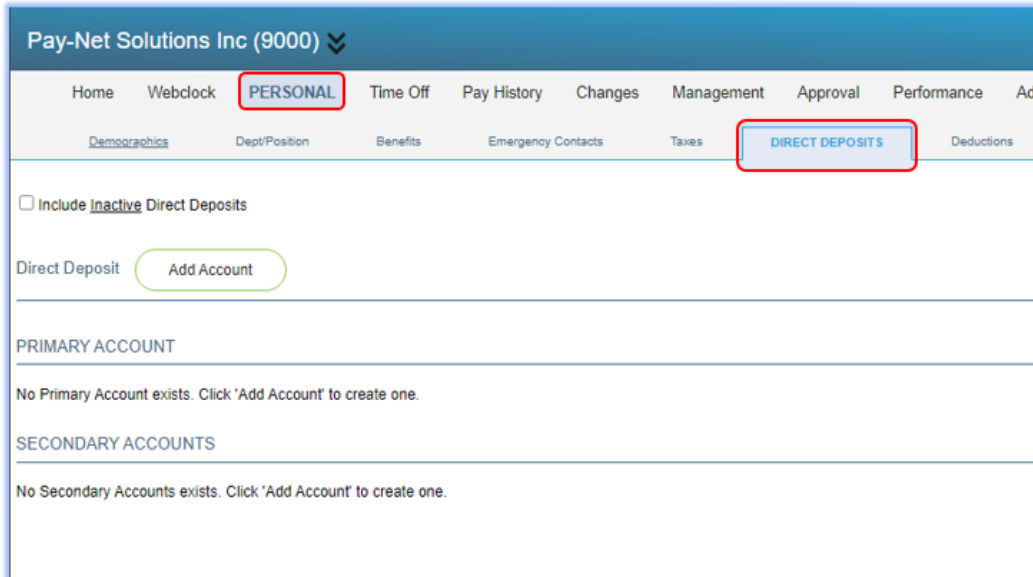
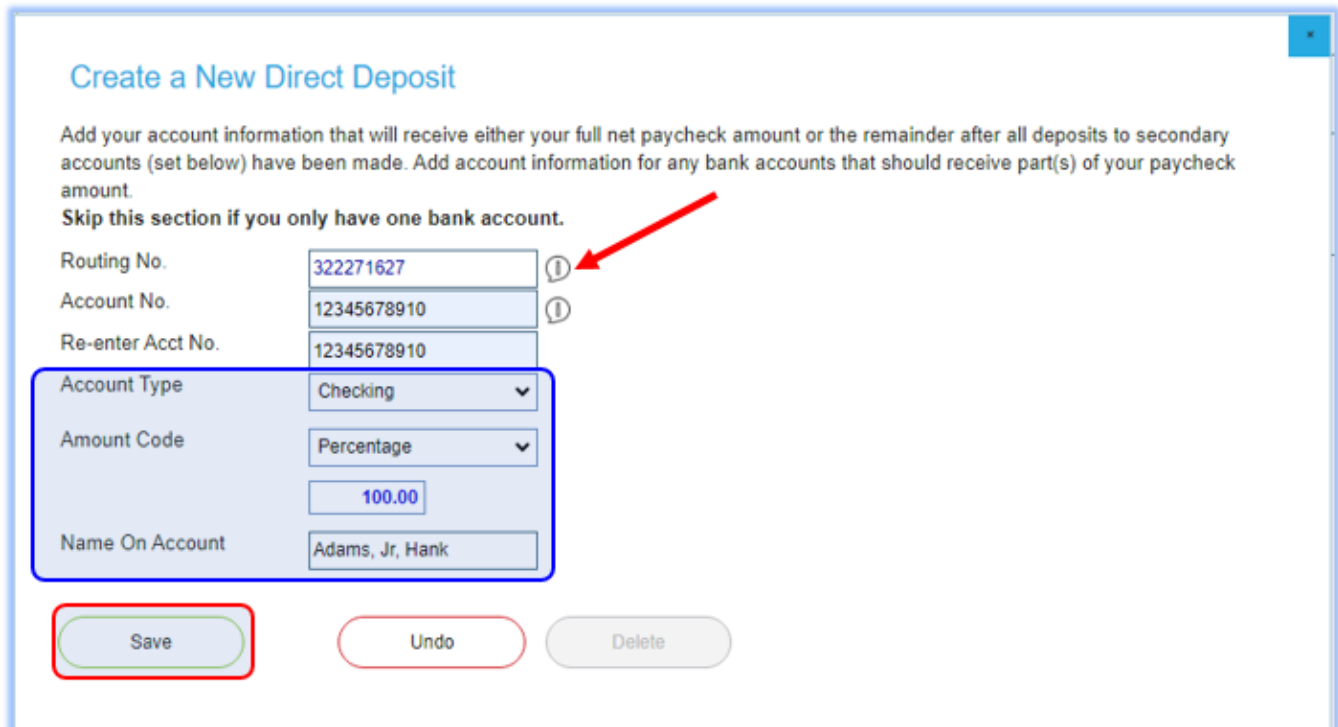


1. Adding an account for the first time? Navigate to 'Direct Deposits' under the 'Personal' tab in the Employee Self Service Kiosk and click 'Add Account'.



The screenshot shows the Pay-Net Solutions Inc (9000) interface. The 'PERSONAL' tab is selected and highlighted with a red box. Below it, the 'DIRECT DEPOSITS' tab is also highlighted with a red box. A green box highlights the 'Add Account' button. The interface shows sections for 'PRIMARY ACCOUNT' and 'SECONDARY ACCOUNTS', both indicating that no accounts exist and providing a link to 'Add Account'.

2. In the window that pops up, complete the required information, and click 'Save'. The information bubbles will help you identify your Routing and Account numbers, if needed. Be sure to select the correct 'Account Type' (Checking or Savings) and confirm the 'Name On Account'. For most setups, you'll want your entire net check to be deposited into a single account. If this is the case, be sure to select 'Percentage' for the 'Amount Code' and enter 100.00 in the field below.



**Create a New Direct Deposit**

Add your account information that will receive either your full net paycheck amount or the remainder after all deposits to secondary accounts (set below) have been made. Add account information for any bank accounts that should receive part(s) of your paycheck amount.  
**Skip this section if you only have one bank account.**

Routing No.  ⓘ

Account No.  ⓘ

Re-enter Acct No.

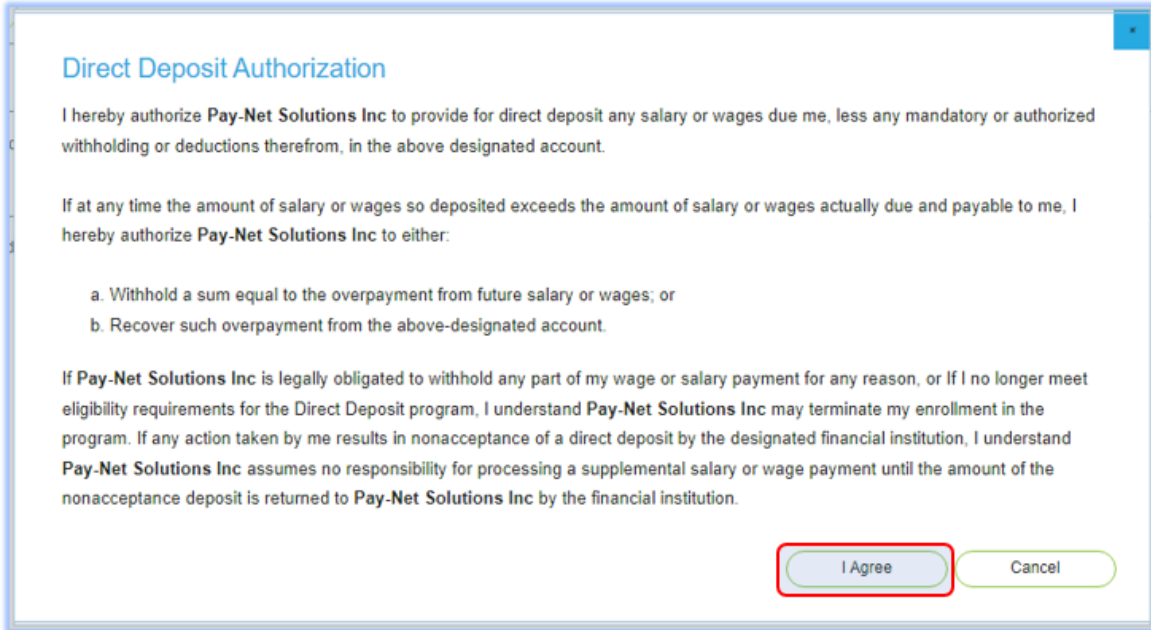
Account Type

Amount Code

Name On Account

A red arrow points to the information bubble (i) next to the Routing No. field.

- Once you click save to add the account, a new window will pop up, prompting you to agree to the digital authorization agreement. Click 'I Agree' in order to add direct deposit.



## Helpful Tips

- Be sure to include "Leading Zeros" if you see them in your account number.
- Adding an additional account? Follow the same steps, but make sure your primary account is still set to 100% of your net check. This means 100% of whatever **remains** after additional splits will be deposited there.
- Don't have ESS? Fill out a [Direct Deposit Authorization Form](#) and submit to your employer.
- Go Mobile with our [ANDROID APP](#) or [IOS APP](#)

