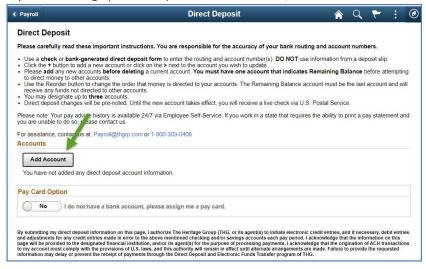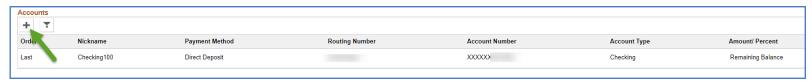# UPDATING YOUR DIRECT DEPOSIT INSTRUCTIONS

Submit Your Changes through Employee Self-Service

To update your direct deposit instructions using a computer or smart phone, log into Employee Self-Service at www.accessmyhrinfo.com and click on the *Payroll* tile and then the *Direct Deposit* tile.
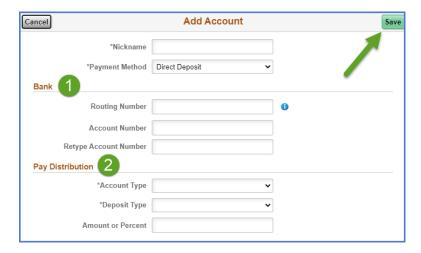
If you are setting up direct deposit for the first time, click on the *Add Account* button.

If you have an existing account and want to add another account, click on the **+** button:
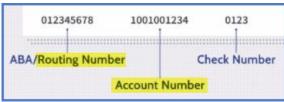
Carefully add your account information.

When you are finished, select **Save** in the upper righthand corner of the screen.

If you have more than one account, click the *Reorder* button to change the order that money is directed to your accounts. The *Remaining Balance* account must be the last account in the list of your accounts.

1) **Bank Section:** Double check your *Routing Number* and *Account Number*. Here's an example:

2) **Pay Distribution Section**
   - **Account Type:** Select *Checking* or *Savings*
   - **Deposit Type:**
     - **Remaining Balance:** If you have only one account, you will select *Remaining Balance*. Your net pay (after applicable taxes and deductions are applied) will be deposited to your primary account. If you have more than one account, this again is the account that your remaining net pay will be deposited to after you elect an *Amount* or *Percent* to a second account.
     - **Amount:** If you have more than one direct deposit account, you may add a flat dollar amount to be deposited to a designated account. For example, direct $200.00 deposited to your Savings Account.
     - **Percent:** If you have more than one direct deposit account, you may add a percentage amount to be deposited to a designated account. For example, direct 10% deposited to your Savings Account.