

Step #1: Log into Hawaii Information Portal

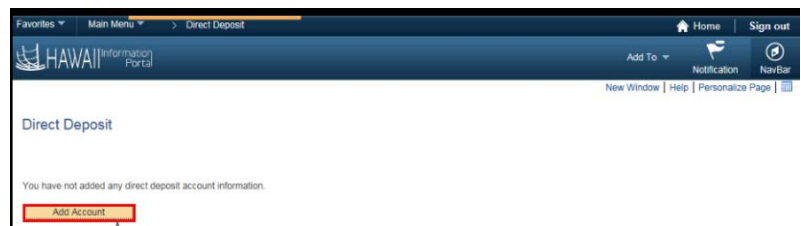
- ① **User ID:** Enter User ID
- ② **Password:** Enter your password
- ③ **Sign In:** Click on **Sign In** button

Step #2: Go to Direct Deposit Menu



- ④ Click the **Direct Deposit** menu

- ⑤ Click the **Add Account** button and the "Add Direct Deposit" page will appear



Step #3: Enter your Direct Deposit Information

- ⑥ **Routing Number:** Enter your financial institution's 9-digit routing number
- ⑦ **Account Number:** Enter your account number
Retype Account Number: Reenter your account number
- ⑧ **Account Type:** Click the drop-down arrow to select your Account Type
- Checking – deposit into a checking account
 - Savings – deposit into a savings account
 - Do not select the Issue Check option
- ⑨ **Deposit Type:** Click the drop-down arrow to select your Deposit Type
- Amount – amount of net pay to be deposited
 - Balance of Net Pay - Your entire net pay or your remaining net pay (if you have multiple direct deposits)
 - Percent - a percentage of net pay to be deposited
- ⑩ **Amount or Percent:** If you have multiple direct deposits, enter an amount (example 10.00) or percent (example 20)
- ⑪ **Deposit Order:** Enter the order of the deposit (1, 2, etc.) If you only have 1 direct deposit, the Deposit Order field will automatically default to 999; you do not need to enter a value
- ⑫ **Submit:** Click on **Submit** button