Step #3 Continue: Example for mulitple Direct Deposits

- You must choose one account with the Deposit Type of **Balance of Net Pay**
- **Balance of Net Pay** is the remainder of net pay deposited to an account after the designated amounts and/or percentage values have been deposited to the specific bank accounts

Below is an example of someone with 3 accounts. Notice the Deposit Order in all 3 accounts (1, 2, 999). For this example, the accounts should be set up so that:

- First, 20% of the net paycheck will go into the 012345 savings account
- Next, $100 will go into the 078956 checking account
- Finally, the remaining paycheck balance will go into the 012345678 checking account

Adding an Account

To add an account, click on the Add Account button located at the bottom of your current account list. This will open the Add Direct Deposit Page.

Enter Account Information

Your Bank Information

Routing Number 321370765   View Check Example

Distribution Instructions

Account Number 012345

Retype Account Number 012345

*Account Type Savings ▼

*Deposit Type Percent ▼

Amount or Percent 20.00

*Deposit Order 1   (Example: 1 = First Account Processed)

Submit

* Required Field

Return to Direct Deposit

Your Bank Information

Routing Number 121301028   View Check Example

Distribution Instructions

Account Number 078956

Retype Account Number 078956

*Account Type Checking ▼

*Deposit Type Amount ▼

Amount or Percent 100.00

*Deposit Order 2   (Example: 1 = First Account Processed)

Submit

* Required Field

Return to Direct Deposit

Your Bank Information

Routing Number 321370765   View Check Example

Distribution Instructions

Account Number 012345678

Retype Account Number 012345678

*Account Type Checking ▼

*Deposit Type Balance of Net Pay ▼

Amount or Percent _____

*Deposit Order 999   (Example: 1 = First Account Processed)

[Submit]

* Required Field

Return to Direct Deposit

When you have submitted all your accounts you Direct Deposit page will look like the picture below

Review, add or update your direct deposit information.

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Savings	321370765	012345	Percent	20.00%	1	✏️	🗑️
Checking	121301028	078956	Amount	$100.00	2	✏️	🗑️
Checking	321370765	012345678	Balance of Net Pay		999	✏️	🗑️

Pay Statement Print Option

[Add Account]

Deleting a Direct Deposit Entry

To 'Delete' a Direct Deposit entry, click on the 🗑️ icon you wish to remove. This will remove the direct deposit information for that account

NOTE: You may delete any account. If you choose to delete the balance of net pay, you must designate an existing account or create a new account and assign this account as your balance of net pay to avoid receiving a paper check for your balance of net pay.