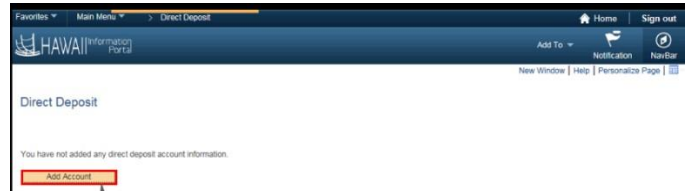


## Step #1: Go to Direct Deposit Menu

① Click the **Direct Deposit** menu



② Click the **Add Account** button and the “Add Direct Deposit” page will appear



## Step #2: On “Add Direct Deposit” Page Enter Your Information

Direct Deposit  
Add Direct Deposit

### Your Bank Information

Routing Number  [View Check Example](#)

### Distribution Instructions

Account Number   
 Retype Account Number   
 \*Account Type   
 \*Deposit Type   
 Amount or Percent   
 \*Deposit Order  (Example: 1 = First Account Processed)

\* Required Field

[Return to Direct Deposit](#)

- ③ **Routing Number:** Enter your financial institution’s 9-digit routing number. If you receive an error message, contact the HIP Service Center.
- ④ **Account Number:** Enter your account number  
**Retype Account Number:** Re-enter your account number
- ⑤ **Account Type:** Click the drop-down arrow to select your Account Type
  - Checking – deposit into a checking account
  - Savings – deposit into a savings account
- ⑥ **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
- ⑦ **Amount or Percent:** If you have multiple direct deposits, enter an amount (example 10.50) or percent (example 20)
- ⑧ **Deposit Order:** Enter the order of the deposits (1, 2, etc.), if you have multiple direct deposits. If you only have one direct deposit, the Deposit Order field will automatically default to 999 and you do not need to enter a value.
- ⑨ **Submit:** Click on **Submit** button.