

## How to Submit Your Direct Deposit Information

You will need the following information to submit your direct deposit information online:

- Hawaii Information Portal User ID and Password Letter
- Account Number(s)
- 9-digit Routing Number(s) (Bank or Credit Union)


**NOTE:** For more information on [Web Browser compatibility](#) refer to the following link: [Web Browser Compatibility](#). Please delete, clear or remove your browser history and clear cache before logging into the Hawaii Information Portal.

### Add Direct Deposit Account



1. After logging in to the system, you should see the **Direct Deposit** menu tile.

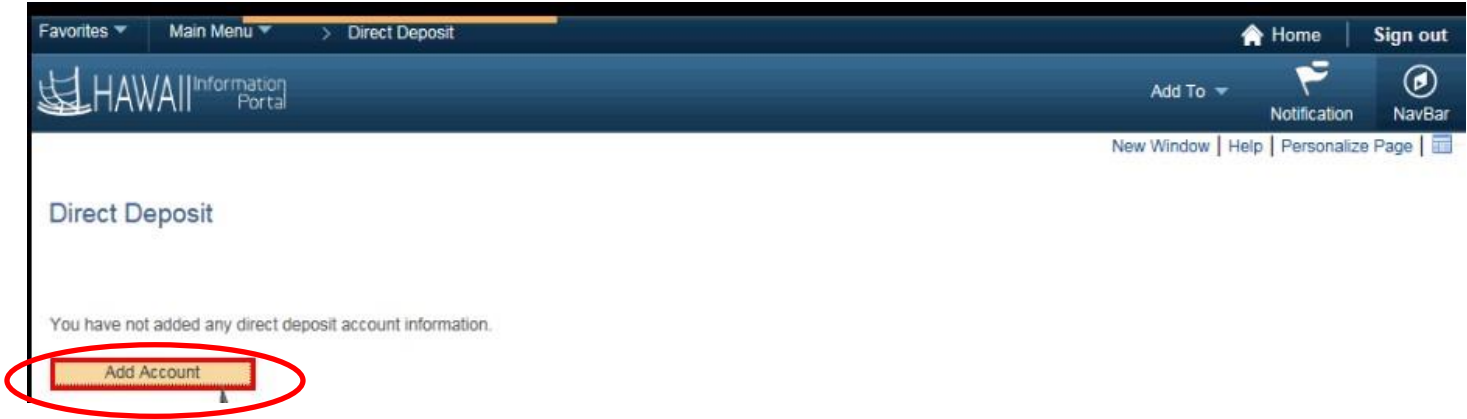
**PLEASE NOTE:**

If you do not see the **Direct Deposit** menu tile,  and only the **Pay Statements** menu tile appears, you are not using a State networked computer as shown below. To proceed forward and access the **Direct Deposit** menu tile, please use a State networked computer.



2. Click the **Direct Deposit** menu tile.

3. Click the **Add Account** button.





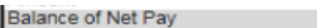

4. The Add Direct Deposit page appears.





The screenshot shows the 'Add Direct Deposit' form. The page title is 'Direct Deposit' and the sub-title is 'Add Direct Deposit'. The form is divided into two main sections: 'Your Bank Information' and 'Distribution Instructions'.  
In the 'Your Bank Information' section, there is a 'Routing Number' text box and a 'View Check Example' link.  
In the 'Distribution Instructions' section, there are several fields: 'Account Number' (text box), 'Retype Account Number' (text box), '\*Account Type' (dropdown menu), '\*Deposit Type' (dropdown menu), 'Amount or Percent' (text box), and '\*Deposit Order' (text box) with a note '(Example: 1 = First Account Processed)'.  
At the bottom of the form is a yellow 'Submit' button. Below the button, there is a legend '\* Required Field' and a link 'Return to Direct Deposit'.

**To Set-up your Primary Direct Deposit (Balance of Net Pay) Account:**

See how to find my routing and account information on page 8.


Fields	Enter Primary Direct Deposit Account
<b>Routing Number</b>	Enter the financial institution’s 9-digit routing number. Click in next field. <i>See error message for routing number on page 4.</i>
<b>Account Number</b>	Enter your account number. (Do not enter any special characters such as dashes or spaces) Tab to next field.
<b>Retype Account Number</b>	Reenter your account number.
<b>Account Type</b>	Click the drop-down arrow  to select your Account Type: <ul style="list-style-type: none"> <li>• <b>Checking</b></li> <li>• <b>Savings</b></li> </ul>
<b>Deposit Type</b>	Click the drop-down arrow  to select  <p>Balance of Net Pay means that your remaining money after taxes and deductions will be deposited into the specified bank account. <i>Note: All employees must have a Deposit Type – Balance of Net Pay.</i></p>
<b>Amount or Percent</b>	Leave blank.
<b>Deposit Order</b>	Deposit Order will default to 999.
	Double check information entered. Click on the submit button.

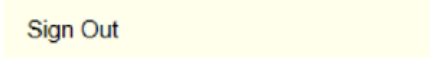
**Direct Deposit Details**

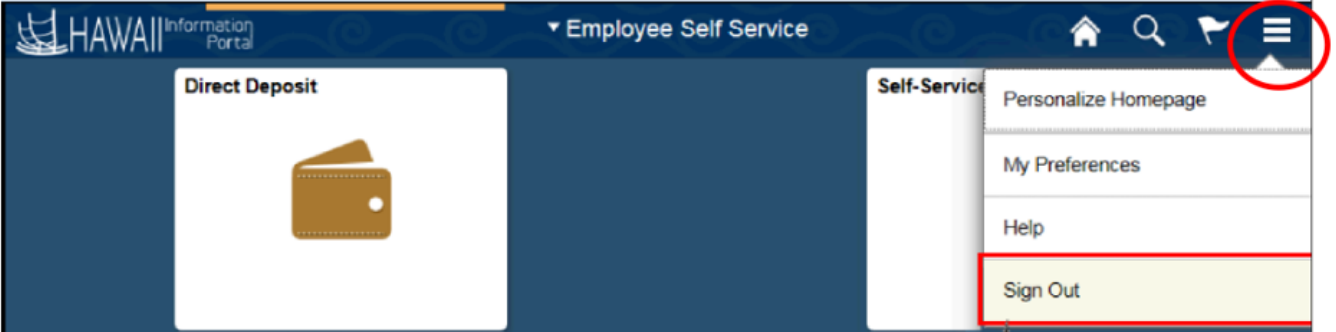
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order	Edit	Remove
Checking	121301015	XXXXX4321	Balance of Net Pay	999		

If you only have one direct deposit account, you have completed your direct deposit set up and may log off the system (see below).

**Log Off System:**



To log off click on the  Actions menu bar.

Click on the  link



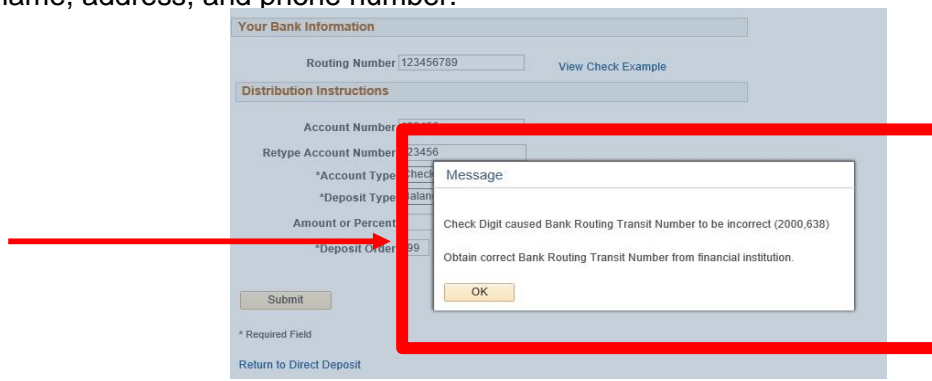
## Optional - Additional Direct Deposit Accounts Set-Up:

After you have completed your Primary Direct Deposit Account set up, follow these instructions for additional Direct Deposit Accounts set up.

Screen Fields	Enter Additional Direct Deposit Accounts
	Click on add account button to add an additional direct deposit account
<b>Routing Number</b>	Enter the financial institution's 9-digit routing number. Click in next field. <i>See error message for routing number on page 4.</i>
<b>Account Number</b>	Enter your account number. (Do not enter any special characters such as dashes or spaces) Tab to next field.
<b>Retype Account Number</b>	Reenter your account number.
<b>Account Type</b>	Click the drop-down arrow <input type="text"/> to select your Account Type: <ul style="list-style-type: none"> <li>• <b>Checking</b></li> <li>• <b>Savings</b></li> </ul>
<b>Deposit Type</b>	Click the drop-down arrow <input type="text"/> and select either: <ul style="list-style-type: none"> <li>• <b>Amount</b></li> <li>• <b>Percent</b></li> </ul>
<b>Amount or Percent</b>	<b>This Amount or Percent will be deposited every pay day.</b> If you selected " <b>Amount</b> " as the Deposit Type then enter an amount (example 10.50)  If you selected " <b>Percent</b> " as the Deposit Type then enter a percent (example 20). The percentage of your pay that you want deposited needs to be less than 100%.
<b>Deposit Order</b>	Enter the order of the deposits (1, 2, etc.). You are directing the system to deposit your pay in this order 1 <sup>st</sup> , 2 <sup>nd</sup> , etc. and then 999 will be deposited last.
	Double check information entered. Click on the submit button. When you are finished entering all direct deposit accounts, see log off system instructions on page 3.

### Error Message for Routing Number:





- If you receive the below message, this means that the Routing Number entered does not exist in our system. Please contact the Hawaii Information Portal (HIP) Service Center to assist you at (808) 201-SERV [7378] or email at [hip@hawaii.gov](mailto:hip@hawaii.gov) and provide the routing number, bank name, address, and phone number.



## Edits/Changes to Direct Deposit Accounts


- When you have entered all your direct deposit accounts, the Direct Deposit Details will be listed for your review. Please review and make any direct deposit changes (additions/deletions/edits) before you exit (logout) of the system because once you logout you will not be able to make any other changes until the next day.

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		

Add Account

## Edit a Direct Deposit Account

- If you need to make changes to an account you entered and want to “Edit” a Direct Deposit Entry then click on the  pencil icon you wish to edit. This will allow you to make changes to your Direct Deposit entry.

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		

- The following Change Direct Deposit screen appears:

Direct Deposit  
Change 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](#)

8. Make the necessary changes/edits in any of the fields and click on the submit button when you are finished.
9. Please be sure that one of your Direct Deposit entries has a Deposit Type of “Balance of Net Pay” before you exit (logout) of the system. If you do not have an account designated as “Balance of Net Pay”, please either edit or add a Direct Deposit account and designate the Deposit Type as “Balance of Net Pay”. The system will automatically assign the deposit order to 999.

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		


## Delete a Direct Deposit Account


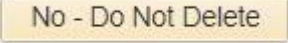
10. If you entered a wrong account and want to “Delete” a Direct Deposit Account, click on the



trash can icon for the account you wish to remove. This will remove the direct deposit information for that account.

Review, add or update your direct deposit information.

Direct Deposit Details							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent	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		

11. The following screen appears. Click on the  Yes – Delete Button to delete the account. If you do not want to delete the account click on the  No – Do not Delete Button.



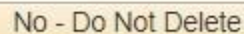
Direct Deposit

### Delete Confirmation



Are you sure you want to delete this Deposit Account: 012345?






12. You may delete any Direct Deposit account. However, 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. One of your Deposit Types listed must be “Balance of Net Pay”.

**HOW DO I FIND MY CHECKING AND SAVINGS ACCOUNT NUMBER AND ROUTING NUMBER?**

**Checking** – Please refer to your personal check to locate routing and account numbers as shown below. Do not use a deposit slip as your reference numbers on the bottom may differ.

<b>Employee Name</b> Home Address Honolulu, HI 96813	Date _____	<b>1001</b>
<b>PAY TO THE ORDER OF</b> _____		\$ _____
_____ DOLLARS		
<b>BANK NAME</b> Bank Address Honolulu, HI 96813 800-800-8888		
Memo: _____		
<b>121301028</b>	<b>000111222333</b>	<b>1001</b>
<b>Routing Number</b>	<b>Account Number</b>	<b>Check Number</b>

**Savings** - For account number, see sample below. For routing number, please contact your bank or credit union.

<b>\$First Bank of Aloha</b>		Account: 885100126 
Last Statement:	February 28, 2018	Page 1 of 1
This Statement:	March 31, 2018	Number of Enclosures (0)
Total days in statement period:	31	Direct Inquiries to: (808) 123-4567
John Q. Doe 1151 Punchbowl Ave., Apt. 501 Honolulu, HI 96813		