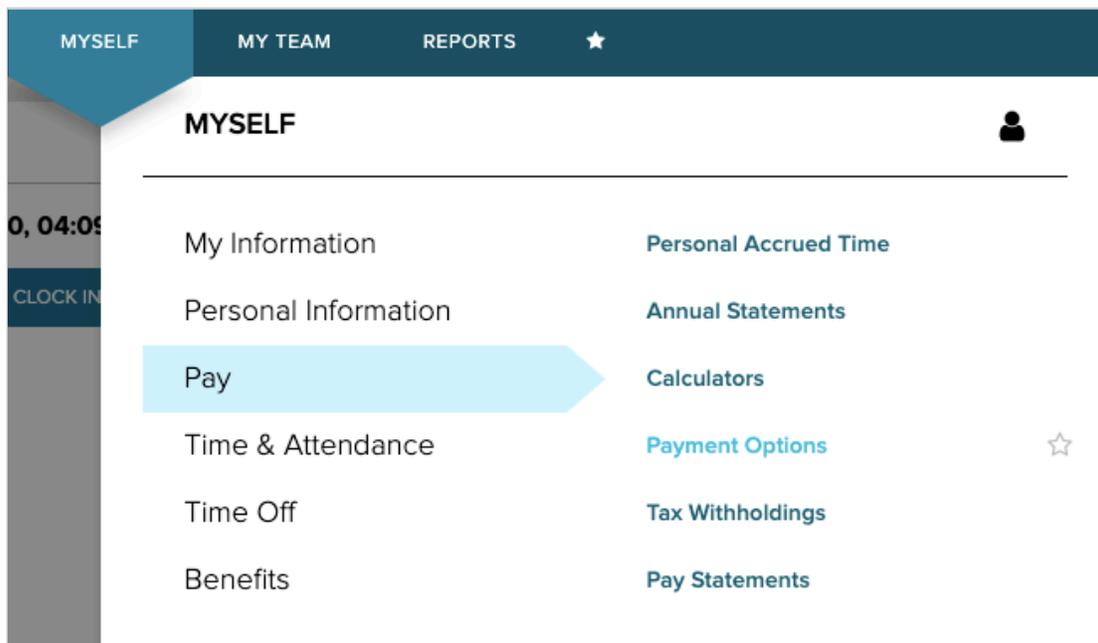


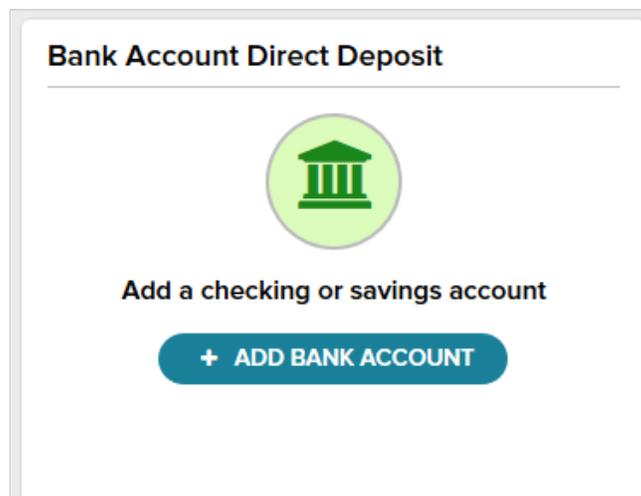
Set Up / Update Direct Deposit

HOW TO SET UP DIRECT DEPOSIT IN ADP SELF-SERVICE

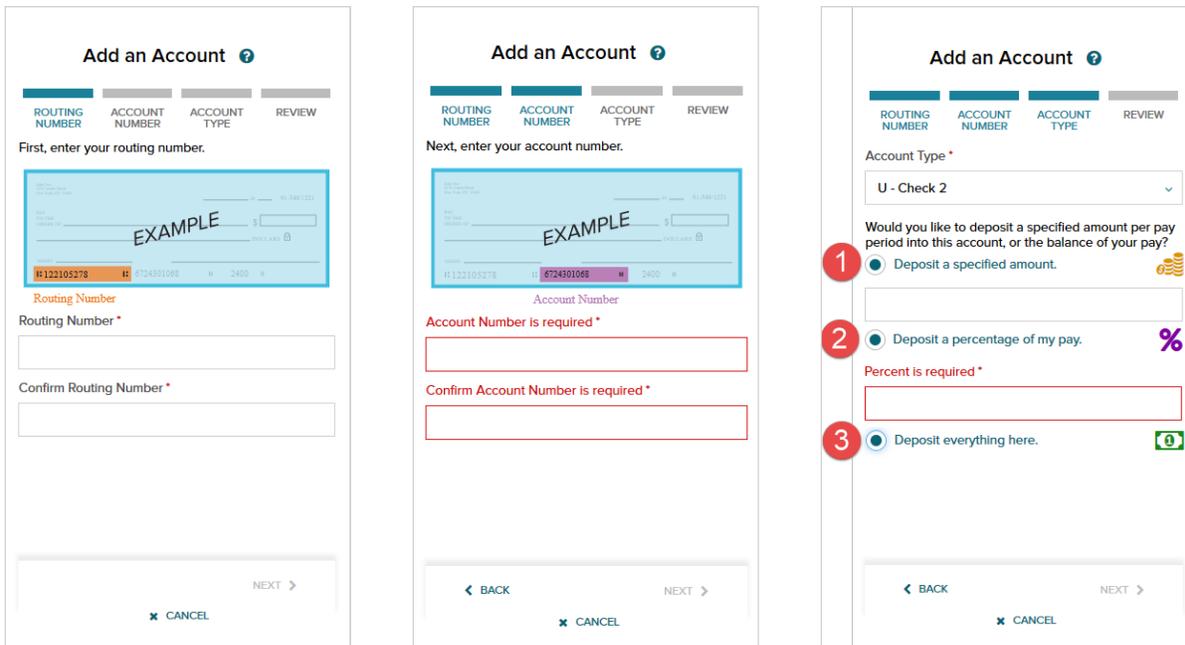
1. Go to <https://workforcenow.adp.com/>.
2. Click “**MYSELF**” in the navigation menu.
3. Navigate to “**Pay**,” then click on “**Payment Options**.”



4. Click “**Add Bank Account**.”

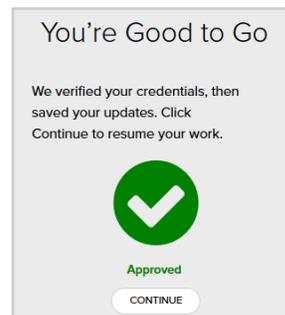
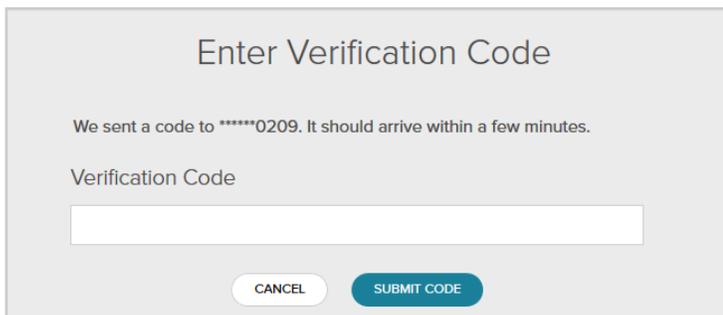
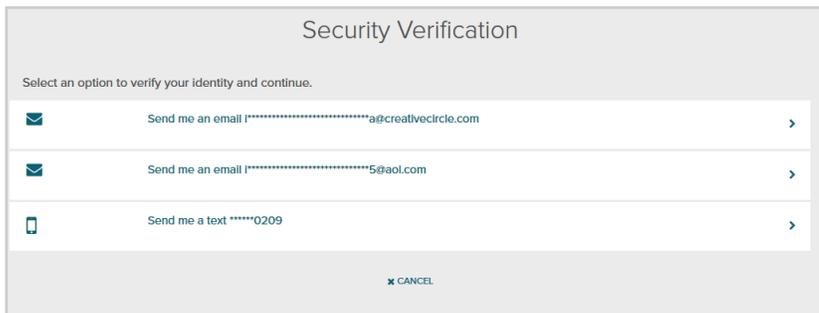


- Provide your routing and account numbers, which can be obtained from your financial institution or found at the bottom of a check as highlighted in the screenshots below.
- Select your account type and the amount you would like deposited into that account. You can deposit your pay into multiple accounts if you'd like. If you are setting up more than one account, you cannot have two of the same account codes selected.



Note: Please carefully review the information entered. Incorrect account information can delay payments and result in checks being issued to nonexistent accounts.

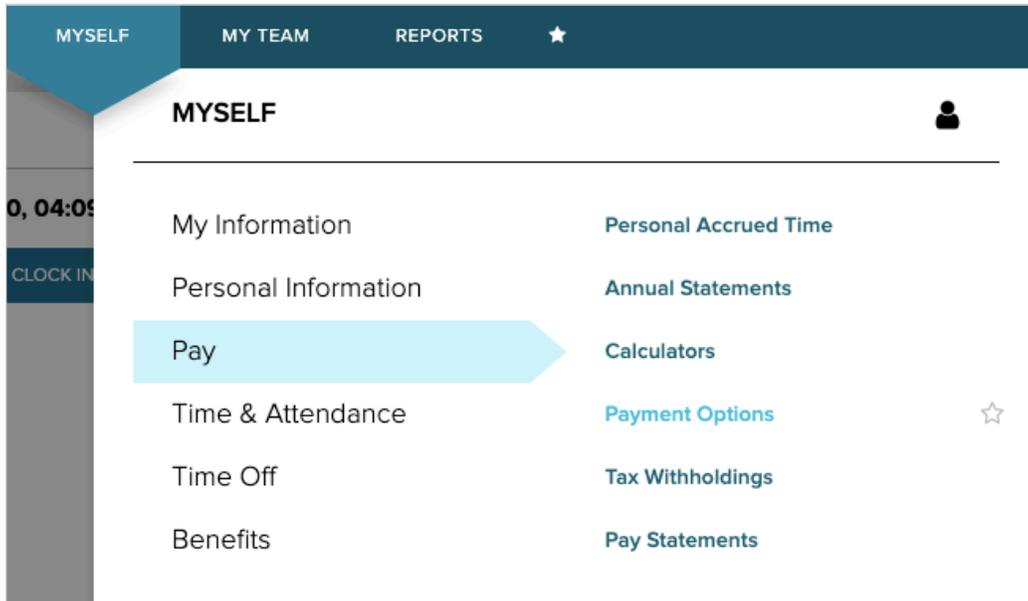
- Select an option to verify your identity and continue. Once the code is entered you'll get a message that says "You're Good to Go."



Congratulations! You're all set up. There will be a 10-14 day processing time for the direct deposit to go completely into effect. Once it does, checks with direct deposit will hit on Friday, pending the timely approval of your timecard.

HOW TO UPDATE YOUR DIRECT DEPOSIT

1. Go to <https://workforcenow.adp.com/>.
2. Click “**MYSELF**” in the navigation menu.
3. Navigate to “**Pay**,” then click on “**Payment Options.**”



4. Click “**EDIT**” and update as needed, then click “**DONE**.”

Note: Please carefully review the information entered. Incorrect account information can delay payments and result in checks being issued to nonexisting accounts.

A screenshot of the 'Bank Account Direct Deposit' form. The title 'Bank Account Direct Deposit' is at the top left, with a trash icon at the top right. Below the title is a green circular icon of a bank building. Underneath the icon, the text 'W - CHECKING' is displayed. Below that, there are two input fields: 'Account Number' and 'Amount to deposit'. Both fields are currently redacted with black bars. At the bottom of the form, there is a blue button with a pencil icon and the text 'EDIT'.

Congratulations! You’re all set. Please allow up to 2 pay cycles for your changes to take effect. Once it does, checks with direct deposit will hit on Friday, pending the timely approval of your timecard.

- If this is an urgent request, please reach out to your Payroll representative as soon as possible. Contact information for the Payroll department can be found here: <https://creativecircle.backofficeportal.com/ContactUs.aspx>.