## 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."

MYSI	ELF	MY TEAM	REPORTS	*			
		MYSELF				<b>L</b>	
0, 04:09		My Information		Personal Accrued Time			
CLOCK IN		Personal Information			Annual Statements		
		Pay			Calculators		
		Time & Attenda	nce		Payment Options	☆	
		Time Off			Tax Withholdings		
		Benefits			Pay Statements		

4. Click "Add Bank Account."



- 5. 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.
- 6. 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.

Add an Account 👔	Add an Account 🔞	Add an Account 🛛 🕢
Routing ACCOUNT ACCOUNT REVIEW NUMBER TYPE First, enter your routing number.	ROUTING NUMBER ACCOUNT NUMBER ACCOUNT TYPE REVIEW   Next, enter your account number. Image: state	ROUTING NUMBER ACCOUNT NUMBER ACCOUNT TYPE REVIEW   Account Type • U - Check 2 ~   U - Check 2 ~ ~   Would you like to deposit a specified amount per pay period into this account, or the balance of your pay? •   Deposit a specified amount. •
Routing Number*	Account Number is required *	Deposit a percentage of my pay. Percent is required *
Confirm Routing Number *	Confirm Account Number is required *	3 Deposit everything here.
NEXT >	<pre></pre>	< BACK NEXT > ★ CANCEL

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

7. 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."

	Security Verification		
Select an option t	to verify your identity and continue.		
$\mathbf{M}$	Send me an email I		>
	Send me an email i******5@aol.com		>
	Send me a text *****0209		>
	X CANCEL		
Enter Verification Code			You're Good to Go
We sent a code to ******0209. It should arrive within a few minutes.			We verified your credentials, then saved your updates. Click Continue to resume your work.
Verification Code			
	CANCEL SUBMIT CODE		Approved

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.

1. Go to https://workforcenow.adp.com/.

2. Click "MYSELF" in the navigation menu.

3. Navigate to "Pay," then click on "Payment Options."

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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.

Bank Account Direct Deposit	圃
W - CHECKING	
Account Number	
Amount to deposit	
Amount to deposit	
C 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.