

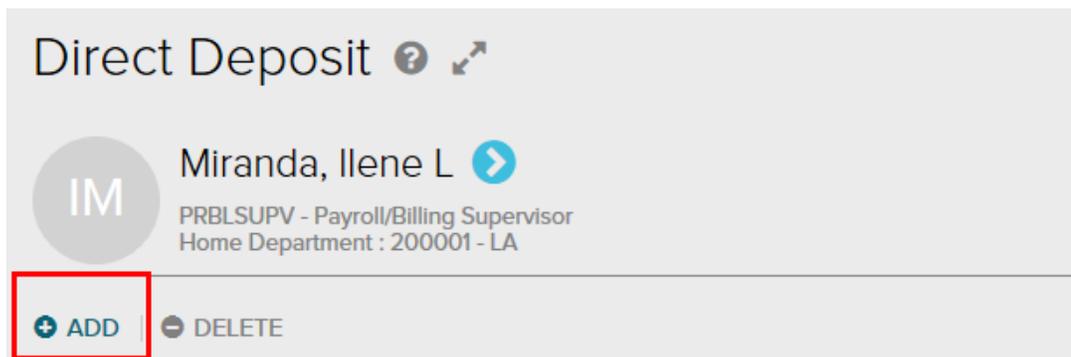
How to Enter/Update your Direct Deposit

- Log into <https://workforcenow.adp.com/> (Please note: Full accessibility to your ADP Self-Service account can take **up to 48 hours** after your first timecard gets processed.)
- Click **Myself** (1)... **Pay** (2)... **Direct Deposit** (3)



To add an account:

- Click **Add**



(1) If you only have one account, select number '1' from the **Deposit #** drop down

If this is a secondary account, select number '2' from the **Deposit #** drop down

(2) From the **Deduction Code** drop down, select the account type

Direct Deposit ⓘ ↗

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PRBLSUPV - Payroll/Billing Supervisor
Home Department : 200001 - LA

Deposit #*
1 ▼ 1

Deduction Code*
| ▼ 2

W - Checking
X - Checking
Y - Savings
Z - Savings

- Under **Deposit Type** you will need to elect whether you want a specified amount to be deposited or the full check to be deposited

Note – If you are setting up more than one account and you do not wish to receive any live checks, one of the accounts will need to be set up as 'Full Deposit'

Deposit Type

Full Deposit

To have your full check deposited
Click here

Deduction Amount

To designate a specific amount to be deposited
enter that amount here

- Under **Bank Account** please enter your account information

Bank Account

Transit ABA Number*
[Input Field]

Bank Deposit Account Number*
[Input Field]

Account Number
Bank Transit Number

Note: Transit # will always be 9 digits long

- Once all areas have been reviewed and completed, scroll to the bottom of the page
- You will need to accept the statement at the bottom **(1)** before you can click **Done (2)**

Please agree to the following:

By selecting this check box and clicking Done, you have agreed to the following statement: I authorize ADP, LLC and the specified bank to deposit my net pay or portion thereof, as indicated, into my account each pay date. If funds to which I am not entitled are deposited into my account, I authorize ADP, LLC to direct the bank to return said funds to ADP, LLC. I understand that my deposit may not be credited to my account until 5:00 PM on the pay date indicated on the check voucher. I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each pay date.

1

CANCEL **2** ✓ DONE

- Once you have clicked and accepted the statement, the **Done** button will illuminate, allowing you to complete the process

Please agree to the following:

By selecting this check box and clicking Done, you have agreed to the following statement: I authorize ADP, LLC and the specified bank to deposit my net pay or portion thereof, as indicated, into my account each pay date. If funds to which I am not entitled are deposited into my account, I authorize ADP, LLC to direct the bank to return said funds to ADP, LLC. I understand that my deposit may not be credited to my account until 5:00 PM on the pay date indicated on the check voucher. I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each pay date.

CANCEL ✓ DONE

- After clicking Done you have completed the process, and you will receive the following alert (Note: Allow up to 2 pay cycles for changes to take effect)

Alert

Adding or changing account type, bank routing number, or bank account number requires a validation period with your banking institution. Allow up to two pay cycles for these changes to take effect.

OK

To update your current account:

- Click the link of the account you want to update

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+ ADD | - DELETE

CODE	DESCRIPTION	TRANSIT ABA NUMBER
<input type="checkbox"/> W	Checking ←	XXXXXXXXXX

From here you will be directed to a page where you can make changes to the selected account

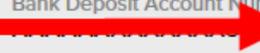
- If you want to switch from a “Full Deposit” to a specified amount, uncheck **Full Deposit** and enter the desired amount under **Deduction Amount** or vice versa

Deposit Type

Full Deposit  Deduction Amount

- To update or edit an 'Account' or 'Transit' number, click on **Reveal**

Bank Account

Transit ABA Number* XXXXXXXXXX  **Reveal**  Bank Deposit Account Number* **Reveal**

- Once all updates or edits have been completed, scroll to the bottom of the page to finish the process
- You will need to accept the statement at the bottom **(1)** before you can click **Done (2)**

Please agree to the following:

By selecting this check box and clicking Done, you have agreed to the following statement: I authorize ADP, LLC and the specified bank to deposit my net pay or portion thereof, as indicated, into my account each pay date. If funds to which I am not entitled are deposited into my account, I authorize ADP, LLC to direct the bank to return said funds to ADP, LLC. I understand that my deposit may not be credited to my account until 5:00 PM on the pay date indicated on the check voucher. I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each pay date.

- Once you have clicked the box agreeing to the statement the **Done** button will illuminate, allowing you to click on it to complete the process

****Please take a moment to double-check banking information again as any errors will delay processing**

Please agree to the following:

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- Once you click Done you will receive the following alert (Please allow up to 2 pay cycles for changes to take effect)

Alert

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