

# Changing Your Direct Deposit Information

Employees, Managers & HR Professionals






## How Do I Enroll in Direct Deposit?

1. Under **Quick Links**, click on the **Review My Information** link.
2. Select **Direct Deposit** from the **Personal Info** drop down menu.
3. Click on the **Go** button. The Direct Deposit screen will display.
4. Click on the **New** button in the **Overview** section. The fields in the **Details** section will open for editing.
5. Enter information in the appropriate fields.
6. Enter your People First password in the **Required Password** field.
7. Click on the **Save** button.

## How Do I View My Direct Deposit Information?

1. Under **Quick Links**, click on the **Review My Information** link.
2. Select **Direct Deposit** from the **Personal Info** drop down menu.
3. Click on the **Go** button. The Direct Deposit screen will display.
4. Click on the **Go** button in front of the record to be viewed in the **Direct Deposit Overview** section. The details associated with that record will display in the **Details** section of the screen.

## Did You Know?

-  The **Check Financial Institution** button can be clicked to verify that the routing number entered corresponds to the desired financial institution.
-  The **Save** button will automatically verify the routing number entered.
-  Your People First password is required when editing or adding a direct deposit record.

## How Do I Edit My Direct Deposit Information?

1. Under **Quick Links**, click on the **Review My Information** link.
2. Select **Direct Deposit** from the **Personal Info** drop down menu.
3. Click on the **Go** button. The Direct Deposit screen will display.
4. Click on the **Go** button in front of the record to be viewed in the **Direct Deposit Overview** section.
5. Click on the **Edit** button in the **Details** section. The fields will open for editing.
6. Enter information in the appropriate fields.
7. Enter your People First password in the **Required Password** field.
8. Click on the **Save** button.

## How Do I Stop My Direct Deposit?

1. Under **Quick Links**, click on the **Review My Information** link.
2. Select **Direct Deposit** from the **Personal Info** drop down menu.
3. Click on the **Go** button. The Direct Deposit screen will display.
4. Click on the **Go** button in front of the record to be viewed in the **Direct Deposit Overview** section.
5. Enter your People First password in the **Required Password** field.
6. Click on the **Stop Direct Deposit** button in the **Details** section. The Direct Deposit record will be stopped.