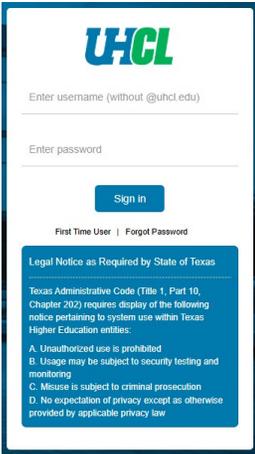


1. Click on **go.uhcl.edu** located at the top of any UHCL website



2. Log in with your **Username** and **Password**

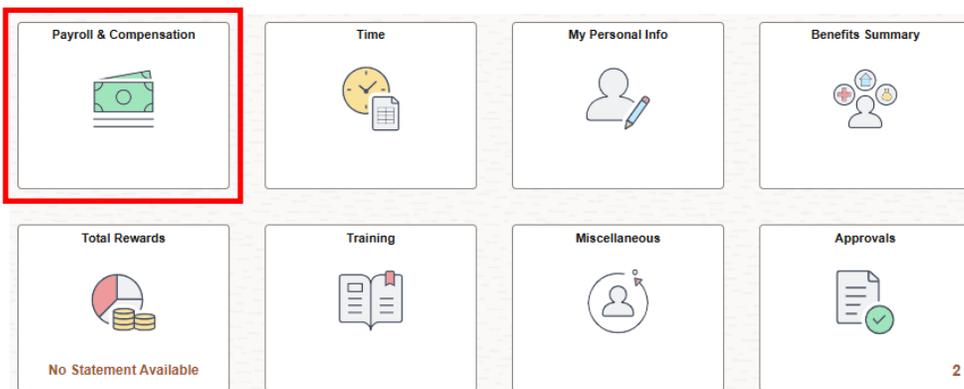
3. Click **Sign In**



4. Click on the **PASS** tile



5. Click the **Payroll & Compensation** tile



6. Click on **Direct Deposit**

7. Click **Add Account** to add an account



**Payroll**

- Paychecks
- Direct Deposit**
- W-4 Tax Information

**Direct Deposit**  
Your name will appear here

Review or modify your direct deposit. Duo

**Direct Deposit Details**

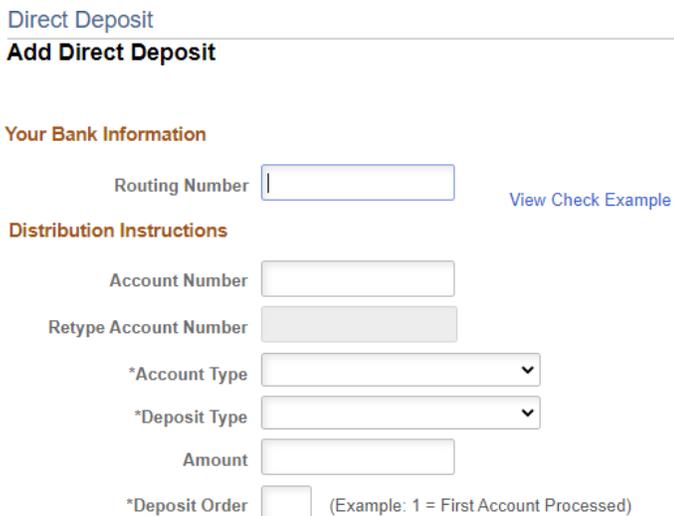
Account Type	Routing Number
Checking	

[Add Account](#)

8. Before you can make a change, as an added security feature, you must confirm the information of your primary account

9. Enter the **bank routing number**

10. Enter the **account information** and select **Account Type** and **Deposit Type**



Direct Deposit  
**Add Direct Deposit**

**Your Bank Information**

Routing Number  [View Check Example](#)

**Distribution Instructions**

Account Number

Retype Account Number

\*Account Type

\*Deposit Type

Amount

\*Deposit Order  (Example: 1 = First Account Processed)

*Please note: If you only have one account the Deposit Order is 999*

11. Read the direct deposit information and **select the check box** to indicate authorization and click **Submit**

**Check this box to acknowledge authorization above and enable saving changes.**

**\*\*\*Note:** You will only be able to make a change to your direct deposit information once a day\*\*\*