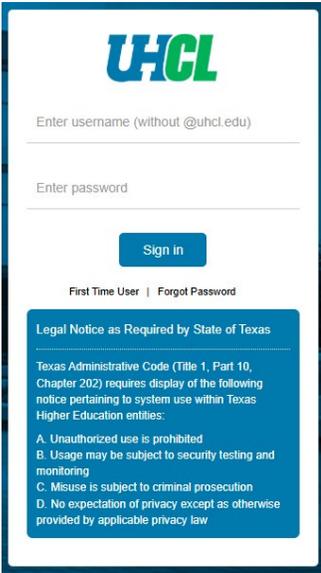


1. Click on **go.uhcl.edu** located at the top of any UHCL website



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

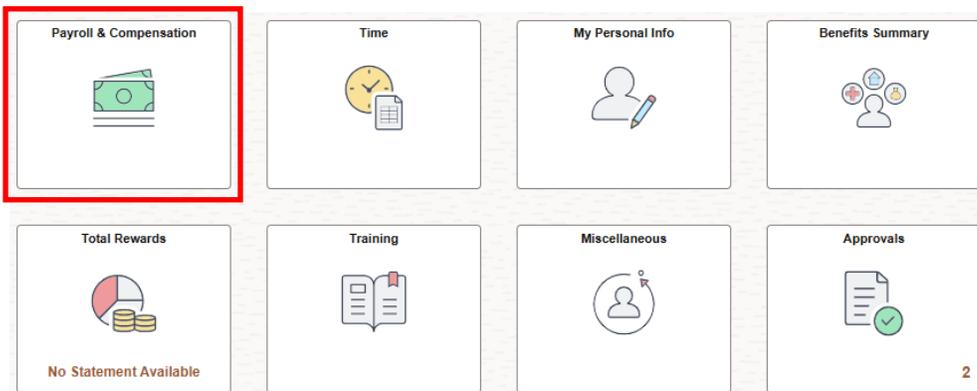
3. Click **Sign In**



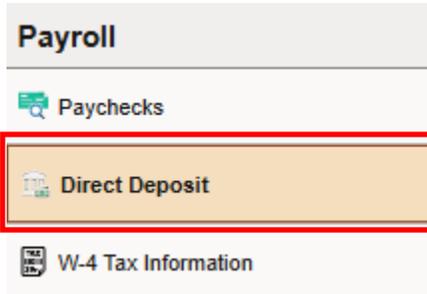
4. Click on the **PASS** tile



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



6. Click on **Direct Deposit**



The system displays the current direct deposit elections.

7. Click **Add Account**



8. Enter the **bank routing number**

9. 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*

10. Read the direct deposit information and **select the check box** to indicate authorization.

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