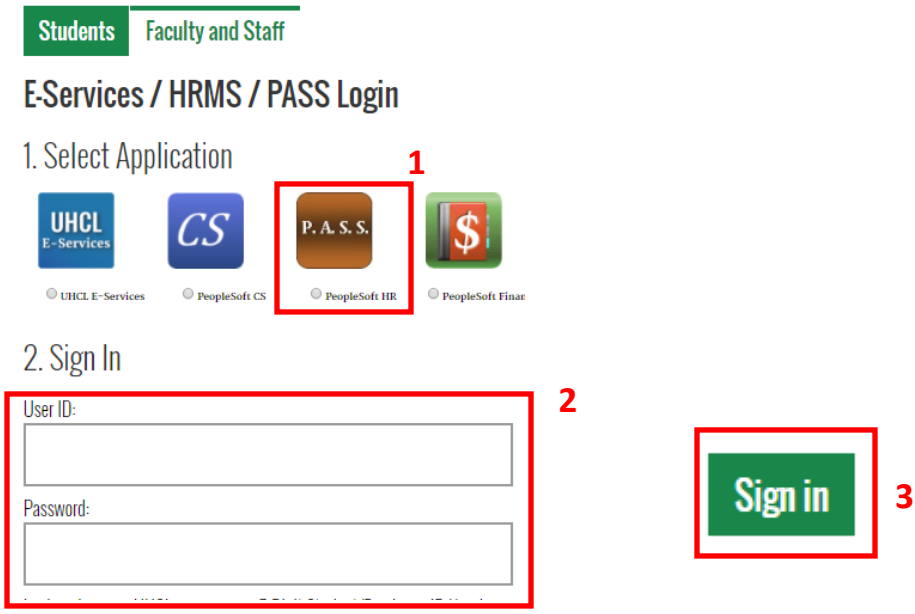


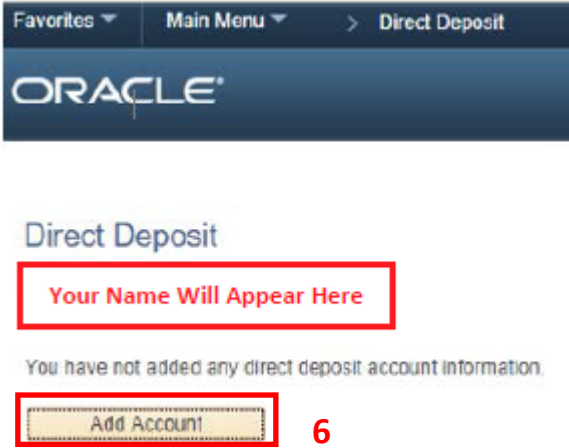

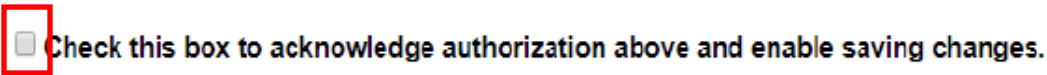


<p>Go to the E-Services page.</p> <p>1. Select P.A.S.S. or PeopleSoftHR.</p> <p>2. Login with your User ID and Password</p> <p>3. Click Sign In.</p>	
<p>4. Click the Payroll & Compensation tile.</p>	
<p>5. Click on Direct Deposit.</p> <p>The system displays the current direct deposit elections.</p>	

<p>6. Click on Add Account.</p>	 <p>6</p>
<p>7. Enter the bank routing number.</p> <p>8. Enter the account information and select Account and Deposit type.</p> <p><i>Please note: If you only have one account the Deposit Order is 999.</i></p>	 <p>7</p> <p>8</p>
<p>9. Read the direct deposit information and select the check box to indicate authorization.</p>	 <p>9</p> <p><input type="checkbox"/> Check this box to acknowledge authorization above and enable saving changes.</p>