How to Enroll/Delete Direct Deposit

1. Log into ADP at workforcenow.adp.com

	Explore Description Case sensitive Sign in Forgot your user ID/password? Need an account?	5)*	
C Privacy C Legal Requirements		Copyright © 2000-2019, ADP, LLC. ALL RIGHTS RESERVED	
2. Click on Myself in the MASCO SERVICES HOME RESOURCES MYSELF REPO		CALENDAR SUPPORT LOGOUT	
Company News		Employee Handbook	
Know Your Benefits – Harvard Pilgrim Heal	th Care Vision Savings	MASCO Employee Handbook	
Harvard Pilgrim members are encouraged to take adva Harvard Pilgrim also offers additional vision-related di	ntage of the health plan's offered annual eye exam. scounts such as:	COF Employee Handbook LMACCC Employee Handbook Call Center Resource Guide	
 A free pair of glasses with an eye examcompleted at Visionworks Discount of 35% on a complete pair of glasses eyewear at EyeMed affiliated providers such as Target Optical, Lenscrafters, Sears Optical and JC Penney Optical Discounts on qualifying laser vision procedures Visit https://www.harvardpilgrim.org/public/discounts-savingsfor more vision details and to review other health discount offerings. 		Notices Emergency Guldebook Map of Evacuation Sites Emergency Preparedness Plan	
Company Websites	Benefit Vendor Websites		
www.masco.org	Harvard Pilgrim Health Insurance		
www.msicallcenter.com	Blue Cross Blue Shield Dental Blue Insurance		
www.lmaccc.org	VSP Vision Insurance		
www.colleges-fenway.org	Guardian Life and Disability Insurance		
	AllOne Health EAP		
	Advanced Benefit Strategies FSA		
	Voya 401k Retirement Plan		

3. Under the "Pay" section, select "Payment Options"

HOME RESOURCE	S MYSELF REPORTS	*		Q Search Workforce Now
My Information	Personal Information	Pay	Time & Attendance	Time Off
Profile	Dependents & Beneficiarie	es Annual Statements	My Timecard	Request Time Off
Popofite		Payment Options	Actual vs Scheduled	Time Off Balances
Benefits		Tax Withholdings	My Schedule	List Of Requests
Enrollments		Pay Statements	Attendance	
Documents				
		,¥ COLLAPSE MENU		

4. To add a new bank account to your direct deposit, click on "+ Add Bank Account"



5. Follow the prompts to add your bank account information.

5a.		5b.		
	Add an Account 👩		Add an Account 💡	
	ROUTING ACCOUNT ACCOUNT REVIEW NUMBER NUMBER TYPE		ROUTING ACCOUNT ACCOUNT NUMBER NUMBER TYPE	REVIEW
	First, enter your routing number.		Next, enter your account number.	
	Image: Contract of the second seco		EXAMPLE S EXAMPLE S	■ 10.54011221
	Confirm Routing Number *		Confirm Account Number is required *	
	First, routin and cl NEXT >	enter your Ig number lick "Next"	< BACK ■ ★ CANCEL	Second, enter your account number and click "Next"
5c.		5d.		
	Add an Account 🔞		Add an Account 🔞	
	ROUTING ACCOUNT ACCOUNT REVIEW NUMBER NUMBER TYPE Account Type *	Third, select whether you are using a Sayings	ROUTING ACCOUNT ACCOUNT NUMBER NUMBER TYPE X	REVIEW Confirm that you have double
	W - SAVE1 ~	or Checking	Last step! Check your account information	and agree checked your
	Would you like to deposit a specified amount per pay period into this account, or the balance of your pay?	account.	Routing Number	account number and agree to the terms and
			Arrount Des Deu Charole	conditions by
	At least \$0.01 must be deposited Deposit a percentage of my pay.		Amount Per Pay Check 100%	clicking on the slide buttons.
	Deposit the remainder of my pay.	1	Tve double checked my account n	umber.
	The remainder of your pay is already being		I agree to the terms and condition	5
	Also spec dollar am	rify a ount or that you		
	will be de	epositing		
	< BACK★ CANCEL	account.	K BACK	Click "Add" to finish.

*Note: You will continue to receive paper checks for one pay period until your direct deposit has updated.

To delete your direct deposit account, click on the trash icon in the top right corner of the account box.

A

DELETE

