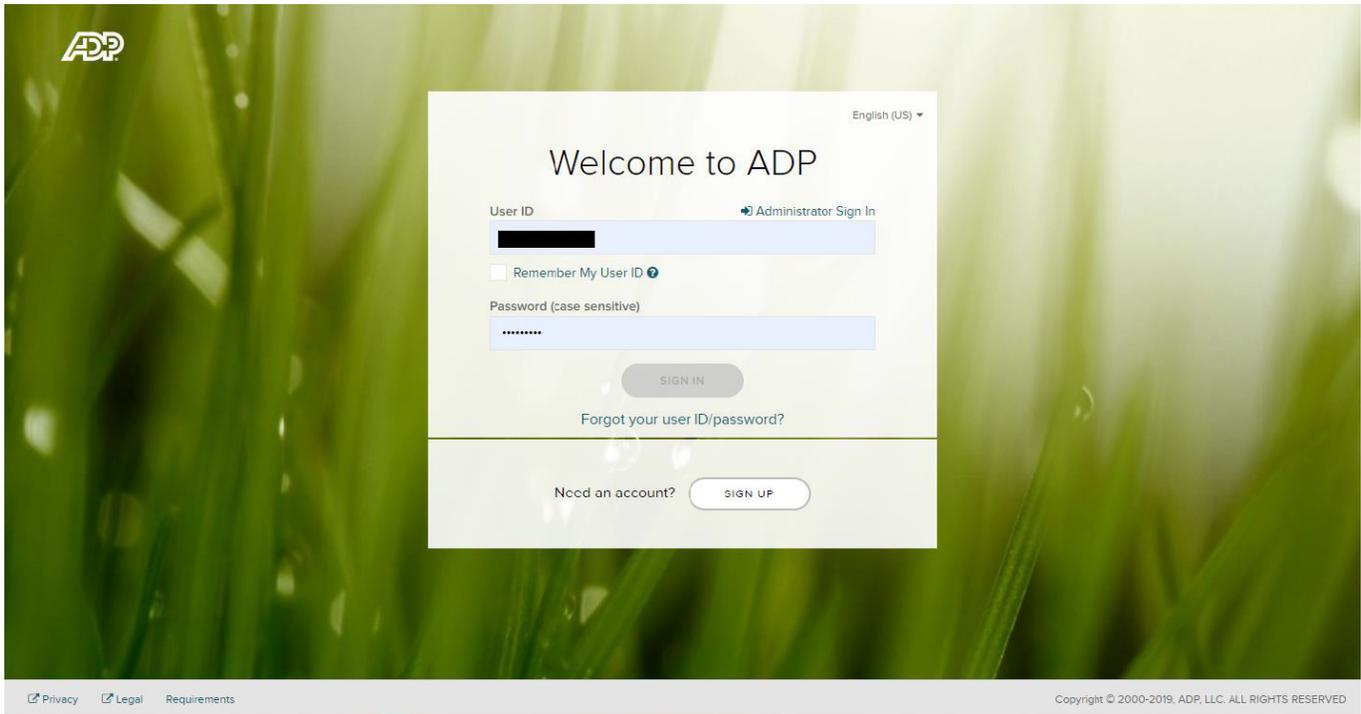
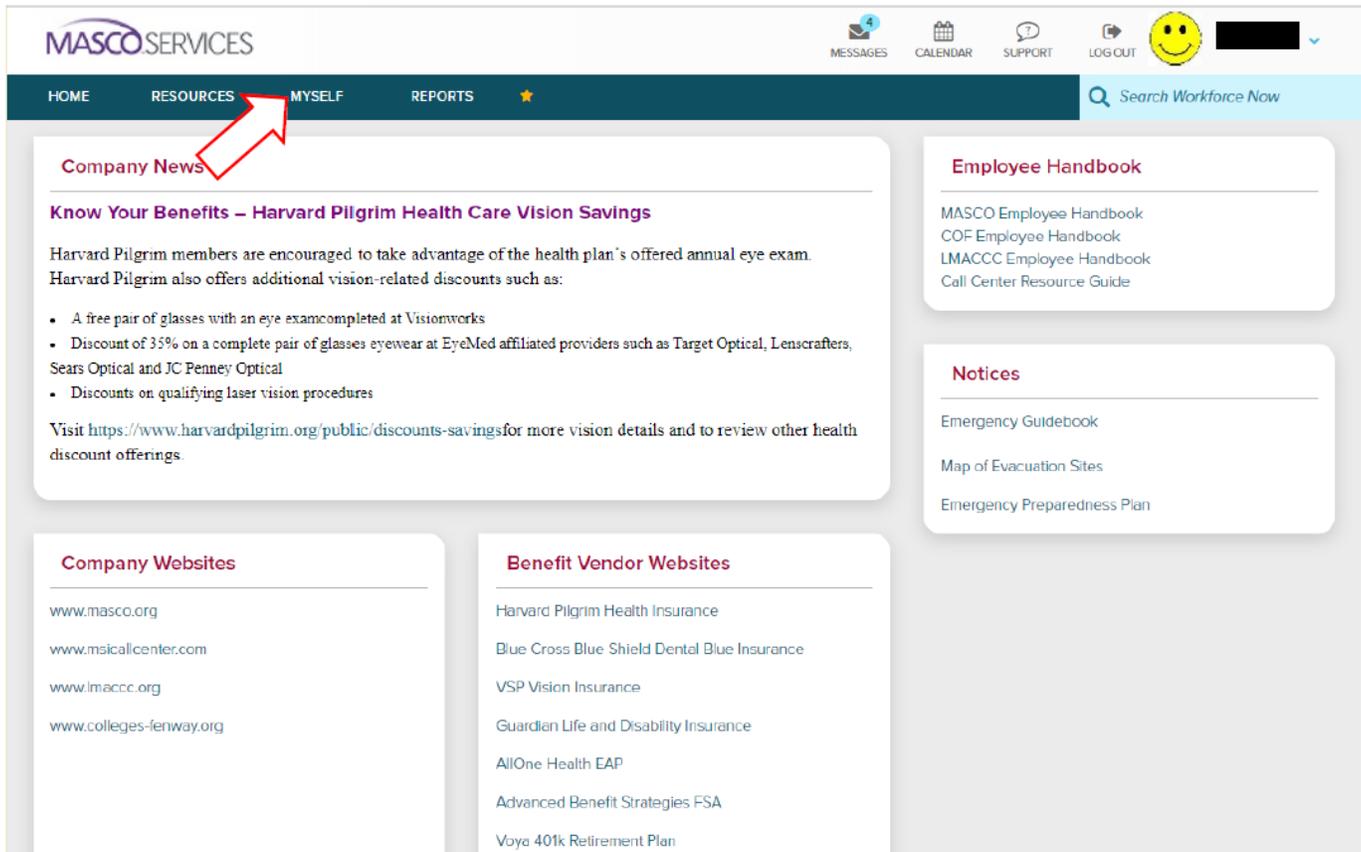


## How to Enroll/Delete Direct Deposit

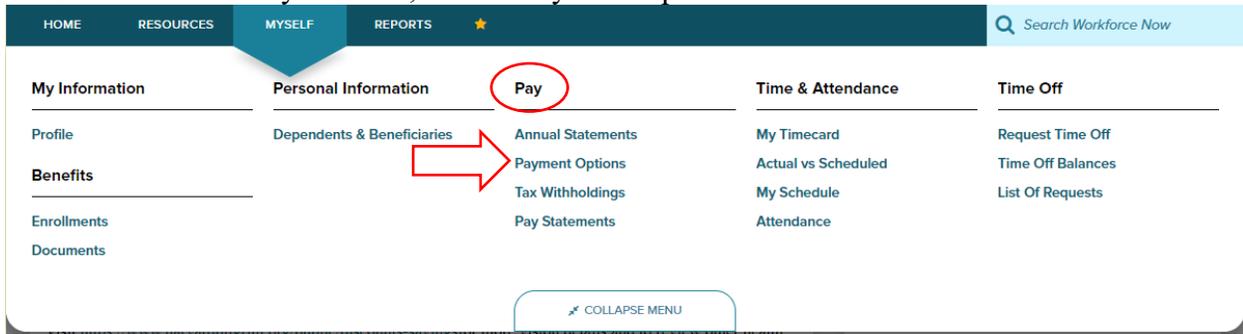
1. Log into ADP at workforcenow.adp.com



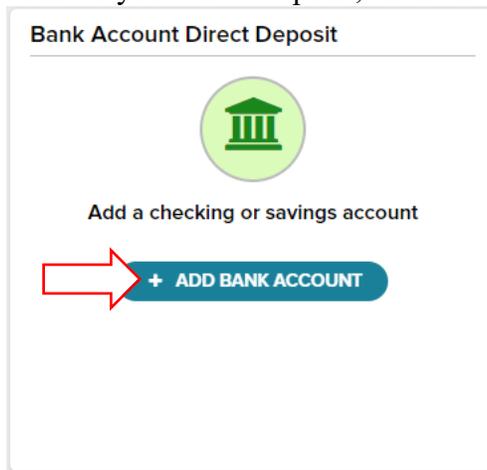
2. Click on “Myself” in the navigation bar.



3. Under the “Pay” section, select “Payment Options”



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.

First, enter your routing number and click "Next"

5b.

Second, enter your account number and click "Next"

5c.

Third, select whether you are using a Savings or Checking account.

Also specify a dollar amount or percentage that you will be depositing into this account.

5d.

Confirm that you have double checked your account number and agree to the terms and conditions by clicking on the slide buttons.

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.

