

# Using Self Service Banking Information

## **ADDING A NEW ACCOUNT**

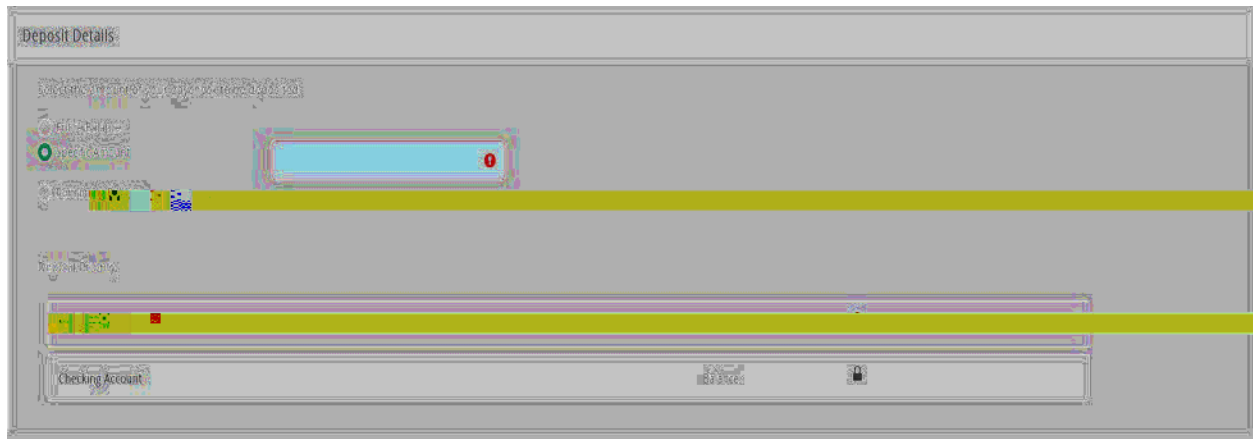
When accessing the Banking Information screen, the user has the ability to add a new account for use with direct deposit, accounts payable, or both.

To add an account, the user should click on the "Add an Account" button in the upper right part of the page. If the user has an account in the system already, then they will have to confirm that number before being allowed to add any new account information.

Once the account is confirmed, the user will need to determine which type of account they wish to add.



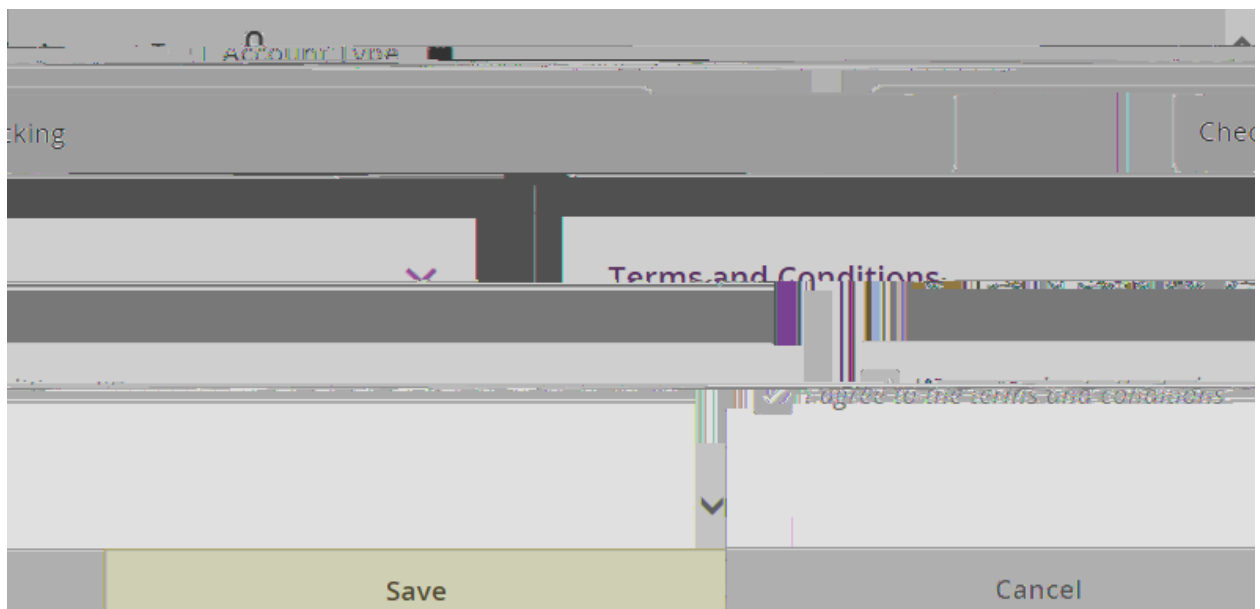
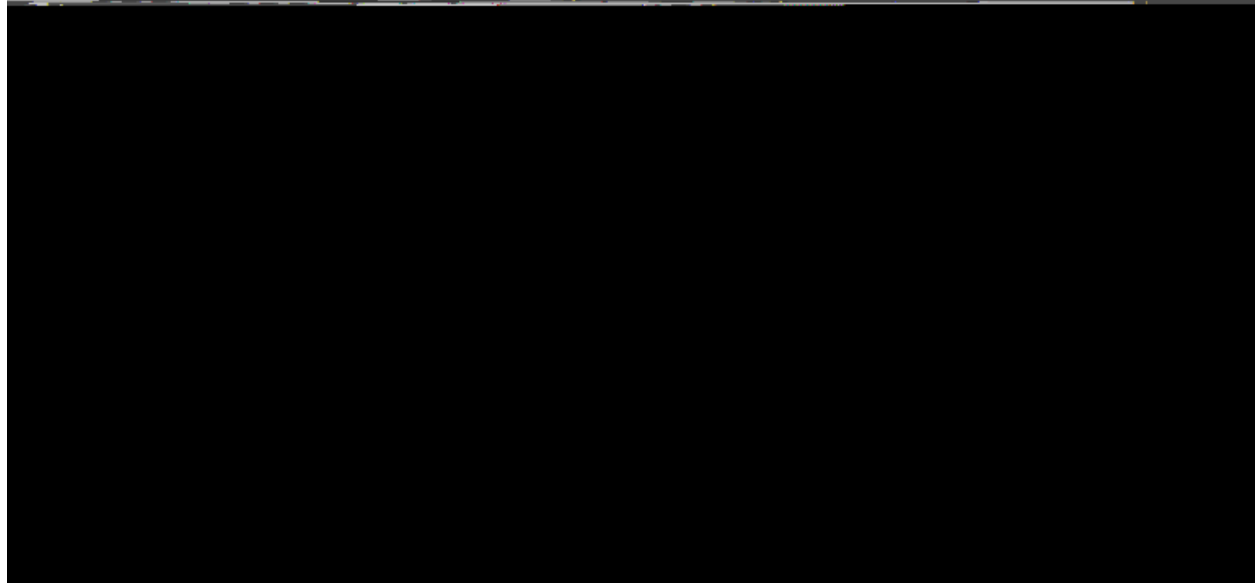
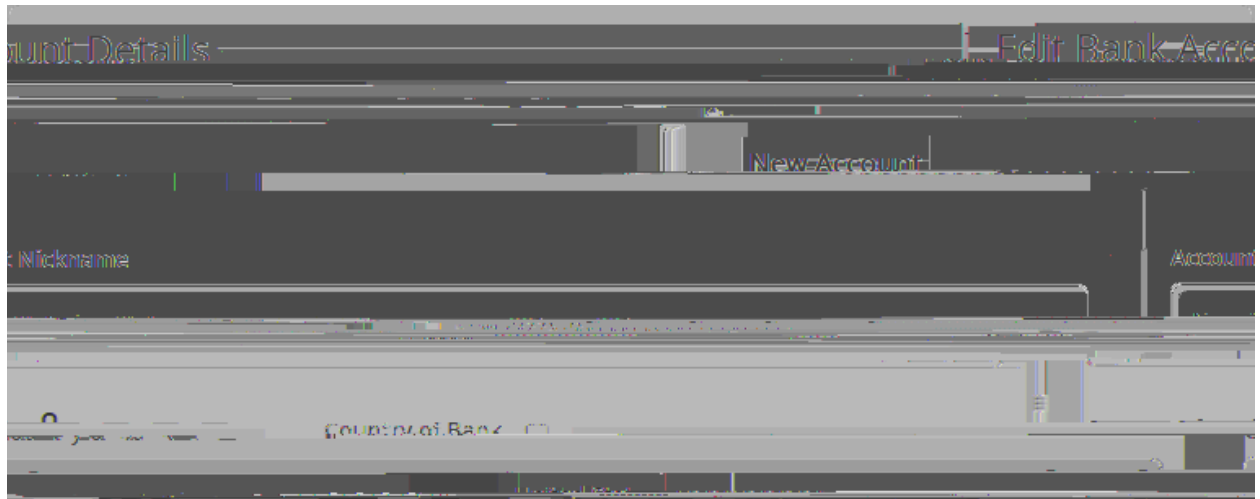
If the user chooses to add a payroll direct deposit account, then another section will open in the bottom of the screen.



For Payroll direct deposits, the user selects whether they want a specific amount to be sent to the new account or for the entire balance to be sent. The user can also choose if they want this account to be the account that gets any remaining balance that is not deposited to other accounts.

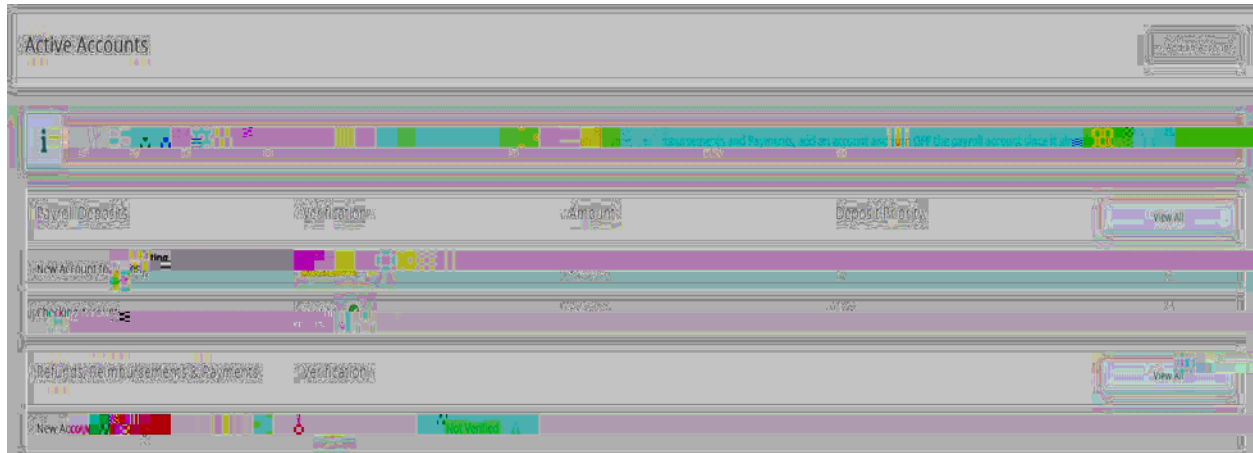
For Accounts Payable a user can have only one account. Any account that is currently active will be replaced.

Once all items on the screen have been completed, the user should click on the Next button to proceed with the entry of the account information.



When adding a new account, the user will need to give the account a nickname. If the country of the bank is not in the United States, the country field should be updated. The user also needs to enter the routing number of the bank, the account number (twice), and then choose the account type. Once all the information is in, the user must click on the "I agree to terms and conditions" box. To read the terms and conditions, if they are not visible, the user can click on the arrow next to the Terms and Conditions title. Once everything is completed, the user should click on the save button to continue.

The new account will be seen on the screen as 'Not Verified'.



Any new accounts will not be used until they are verified by Payroll or Accounts Payable. Once they are verified, the user will see this updated on the main Banking Information page.

## **DELETING AN ACCOUNT**

If the user wishes to delete, or turn off, an account, they can do this by clicking on the account nickname on the main screen or on the screen that is opened by clicking on the View All button. A user cannot delete an account that is set as the remaining balance account for payroll by this method.

To stop an account from being used, the user can either put an end date on the account or click on the 'slider' and change its value from 'On' to 'Off' and then click Save.

For payroll deposits, when the account list is returned, the account will still show in the current accounts list for the remainder of that day. When the 'slider' is turned to 'Off', the system puts the current date in the end date field which allows that account to remain active until the following day. For accounts payable accounts, the account will be immediately removed. Any payables account can be deleted at any time.

In order for a user to delete the remaining balance payroll account, an existing account used for a partial deposit can be switched to entire balance or remaining balance, or a new account can be created for the remaining balance. Once an existing or new account is designated to receive the remaining balance, the active remaining balance account will be ended. The old account information will have an end date of

& deleted account will require the user to create a new account using the same information or the user will have to contact the payroll department.

If a user wants to terminate all accounts for Payroll direct deposit, they will need to go to the Payroll office as this cannot be done through Self Service.