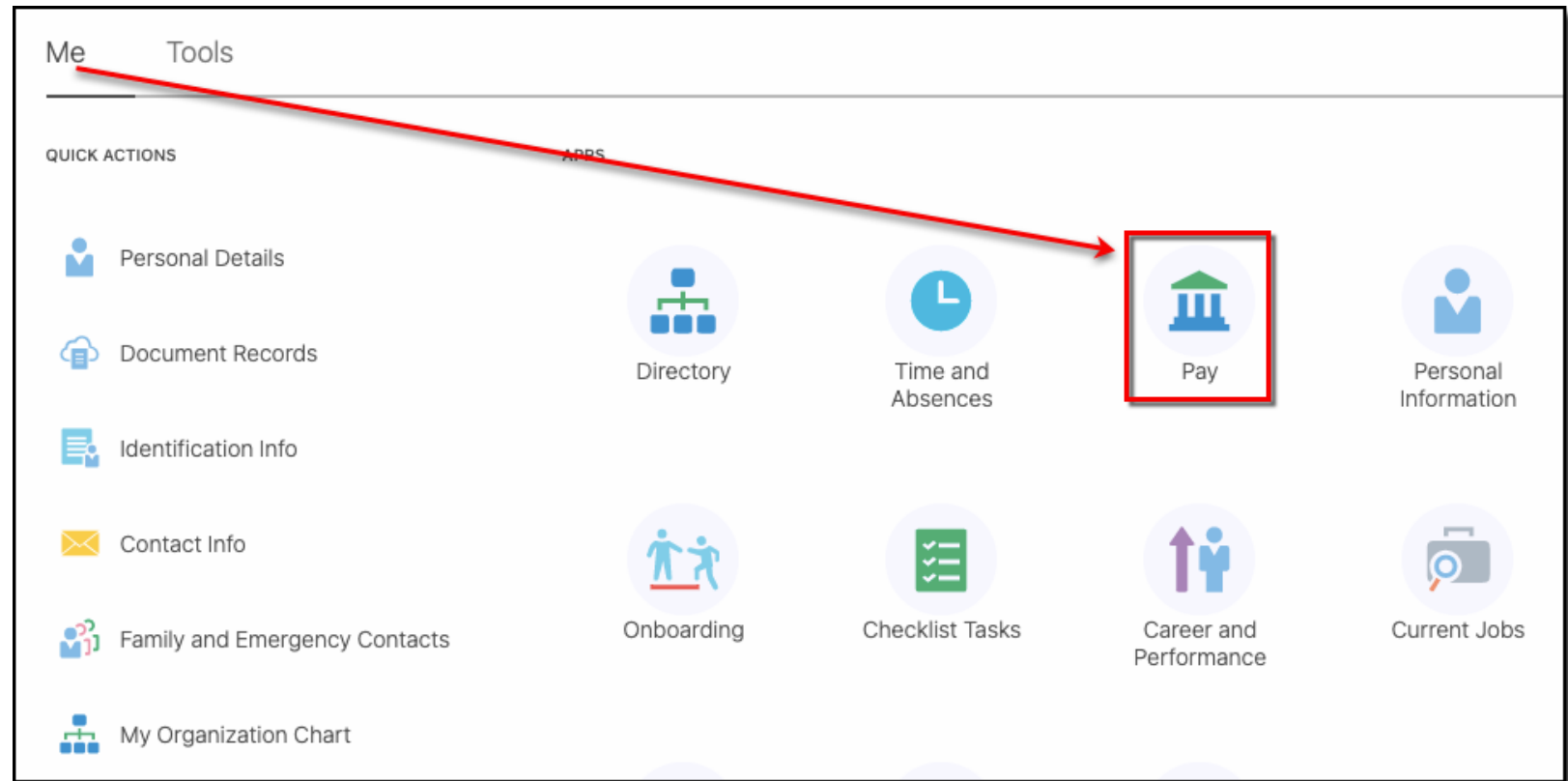
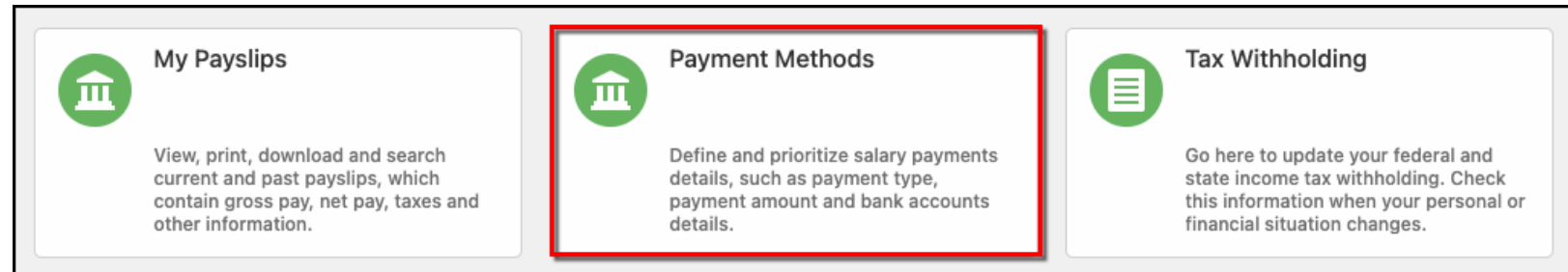


1. Select **Me** to display your employee functions
2. Click **Pay**



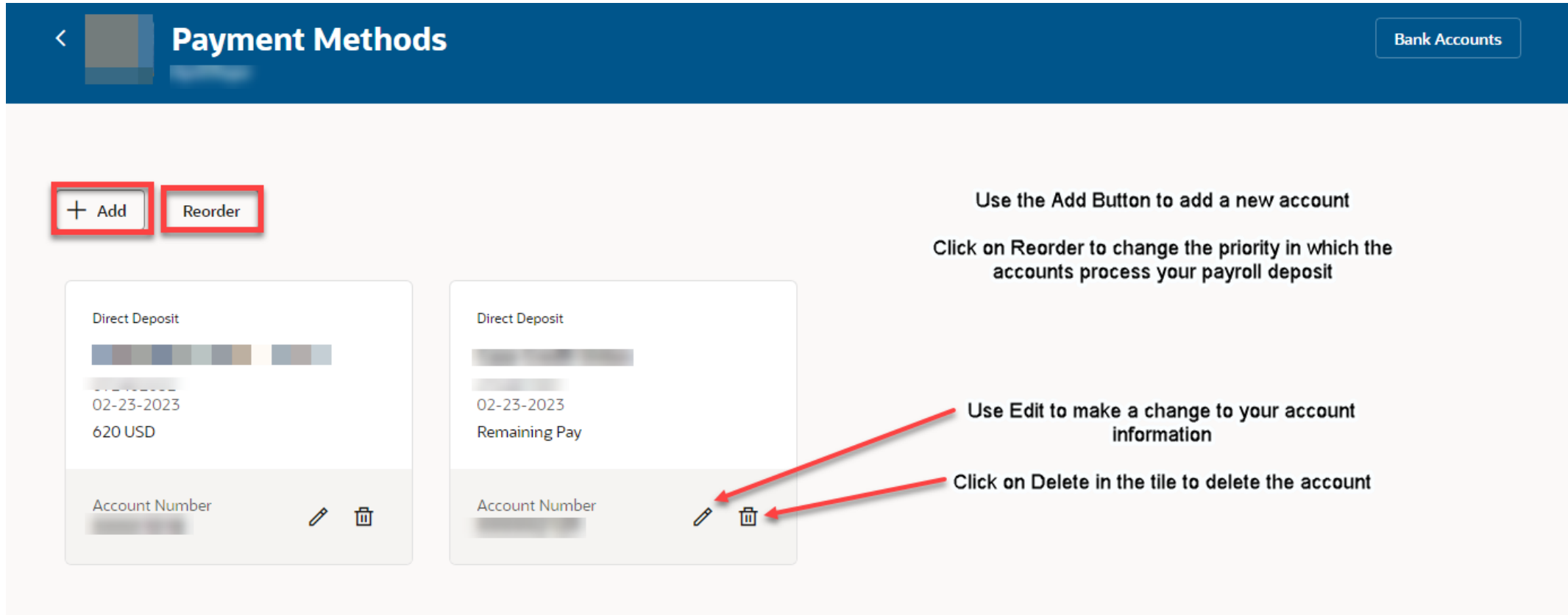
3. Click the **Payment Methods** Tile



4. Review your existing bank accounts

Note: You can have 1 or more bank accounts saved in Connect

5. Click **+ Add** to enter a new bank account



< **Payment Methods** Bank Accounts

+ Add **Reorder**

Direct Deposit

02-23-2023

620 USD

Account Number

Direct Deposit

02-23-2023

Remaining Pay

Account Number

Use the Add Button to add a new account

Click on Reorder to change the priority in which the accounts process your payroll deposit

Use Edit to make a change to your account information

Click on Delete in the tile to delete the account

6. Enter the **Account Number**
7. Select the **Account Type**
8. Enter the bank **Routing Number**
9. Click **Save**

Note: To identify a Paycard for your payment method, the routing number should be 073972181 and the account type should be checking. Your account number comes from MetaBank when you sign up. For more information about Paycard Setup, see the job aid: MetaBank Dash Paycard.

New Payment Method

Details

Required

Required

Bank Details

Select an account

☒ New Account
 ☐ Existing Account

Required

Required

Required

10. Click **Edit** to modify an existing bank account

+ Add Reorder

Direct Deposit

02-23-2023

620 USD

Account Number

Direct Deposit

02-23-2023

Remaining Pay

Account Number

11. Update **Account Number**, **Account Type**, Select **New** or **Existing Account** and enter the required information

12. Click **Update**

Independent Bank - 620.00

Details

What do you want to call this payment meth...

Payment Type
Direct Deposit

Payment Amount
Amount

Amount
USD

Bank Details

Select an account

☐ New Account ☒ Existing Account

Bank Account

Account Number

Account Type
Checking

Routing Number

Cancel

Update

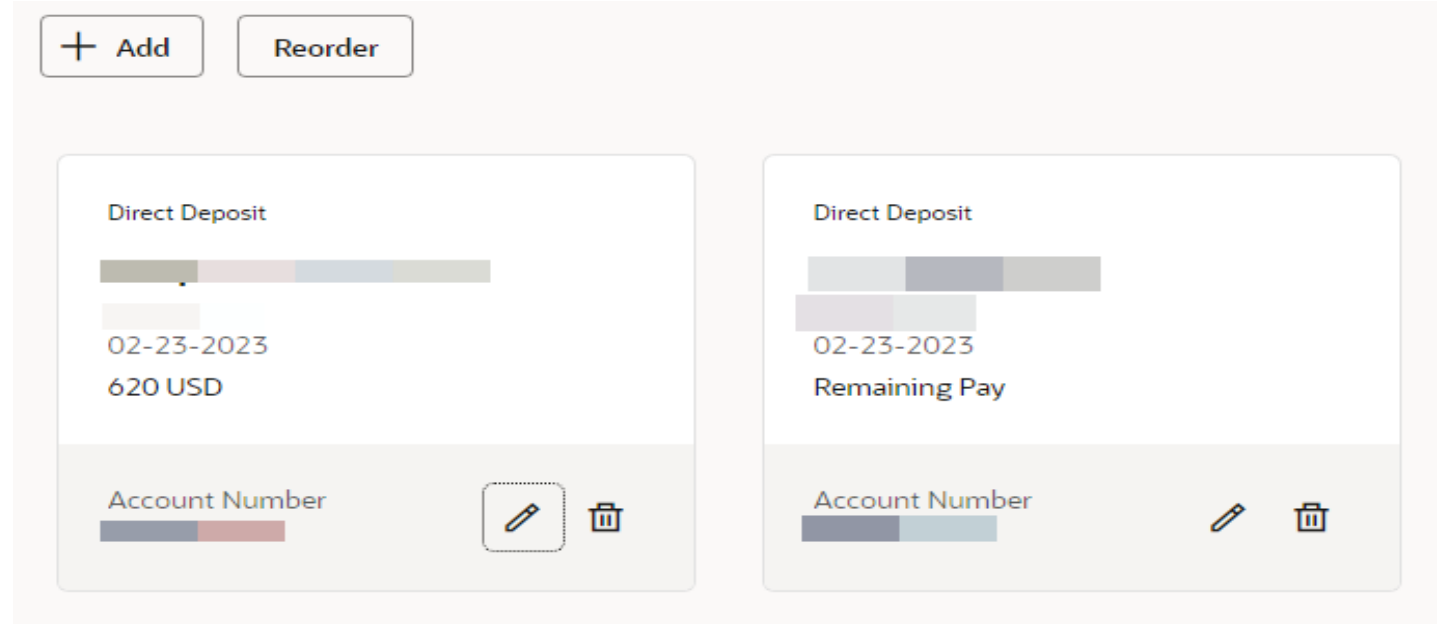
13. Review your existing payment methods

Note: Payment methods are used to allocate a percentage of pay or dollar amount to 1 or more bank accounts.

Note: The example shows 2 payments methods. 620.00 of pay into one account and the remaining pay) into a second account. Connect will always calculate the remaining pay.

Note: Connect will display 100% if all pay is allocated to a single account.

14. Click + **Add** to enter an additional payment method



The screenshot displays the 'Managing My Paycheck Payment Methods' interface. At the top, there are two buttons: '+ Add' and 'Reorder'. Below these are two payment method cards for 'Direct Deposit'.

Left Card:

- Header: Direct Deposit
- Progress bar: A horizontal bar divided into three segments (dark grey, light grey, and blue).
- Date: 02-23-2023
- Amount: 620 USD
- Account Number: A bar with a dark grey segment and a red segment.
- Actions: Edit (pencil icon) and Delete (trash icon) buttons.

Right Card:

- Header: Direct Deposit
- Progress bar: A horizontal bar divided into three segments (light grey, dark grey, and light grey).
- Date: 02-23-2023
- Label: Remaining Pay
- Account Number: A bar with a dark grey segment and a light blue segment.
- Actions: Edit (pencil icon) and Delete (trash icon) buttons.

15. Enter the name of the payment method

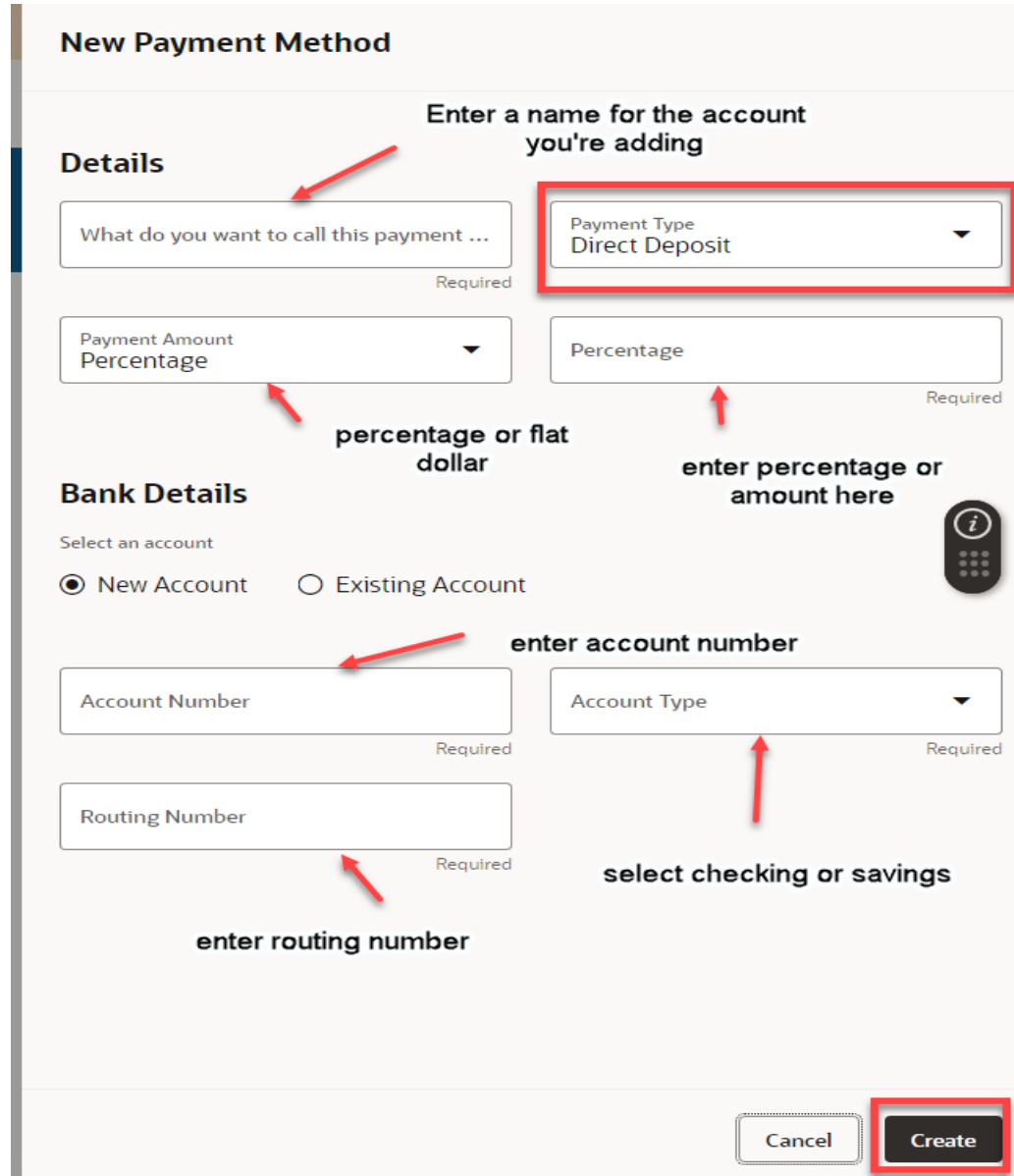
Note: Enter any name for the account name as long as it has meaning to you and isn't the same as any other active account name you have created.

16. The **Payment Type** is Direct Deposit

17. Enter the **Payment Amount** (percentage or dollar amount) to be allocated

18. Enter your **Account Number**, **Routing Number**, and select **Checking or Savings** for account type

19. Click **Create** to create your new deposit account



New Payment Method

Enter a name for the account you're adding

Details

What do you want to call this payment ... Required

Payment Type
Direct Deposit

Payment Amount
Percentage Required

percentage or flat dollar

enter percentage or amount here

Bank Details

Select an account

☒ New Account ☐ Existing Account

enter account number

Account Number Required

Account Type Required

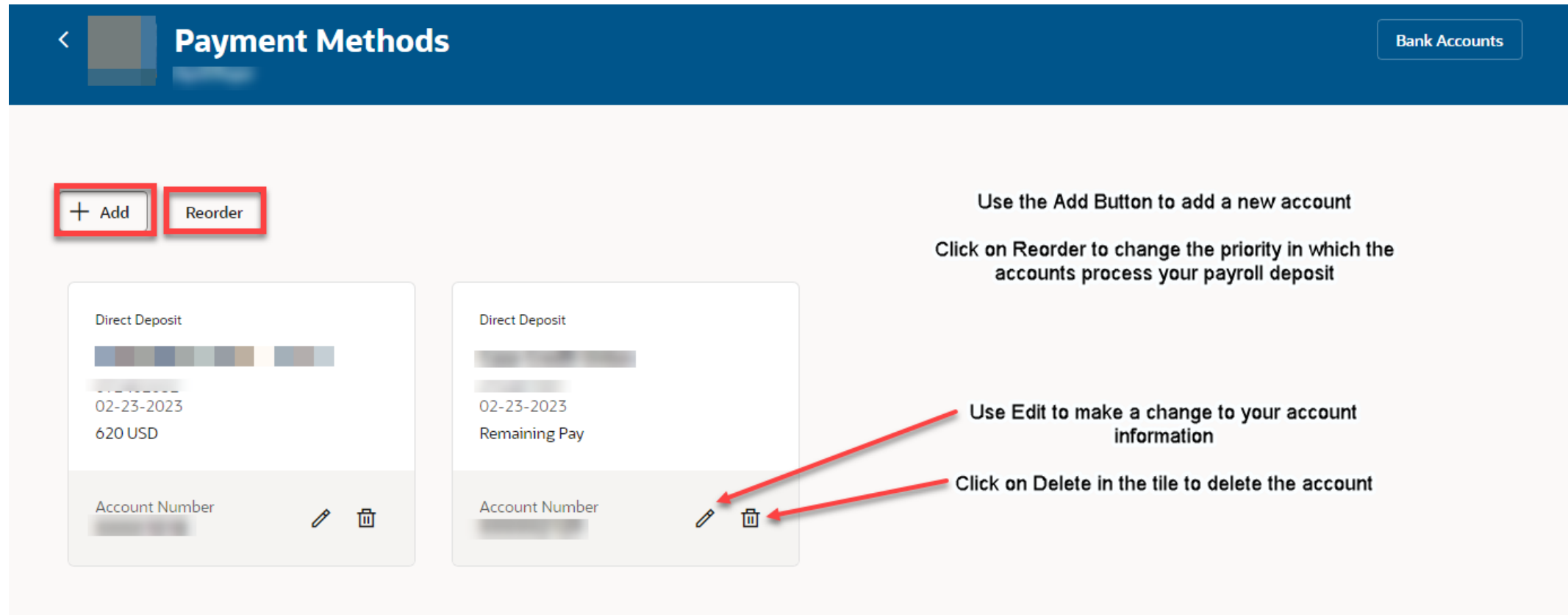
select checking or savings

Routing Number Required

enter routing number

Cancel Create

20. To modify an existing payment method, click **Edit**



The screenshot shows the 'Payment Methods' section of a web application. At the top, there is a blue header with a back arrow, a profile picture placeholder, the title 'Payment Methods', and a 'Bank Accounts' button. Below the header, there are two buttons: '+ Add' and 'Reorder', both highlighted with red boxes. The main content area displays two 'Direct Deposit' tiles. Each tile shows a progress bar, a date '02-23-2023', and a balance '620 USD'. The first tile has an 'Account Number' field with a pencil icon for editing. The second tile has an 'Account Number' field with both a pencil icon and a trash can icon for deletion. Red arrows point from text annotations to these icons. The annotations include: 'Use the Add Button to add a new account', 'Click on Reorder to change the priority in which the accounts process your payroll deposit', 'Use Edit to make a change to your account information', and 'Click on Delete in the tile to delete the account'.

< **Payment Methods** Bank Accounts

+ Add Reorder

Direct Deposit

02-23-2023

620 USD

Account Number

Direct Deposit

02-23-2023

Remaining Pay

Account Number

Use the Add Button to add a new account

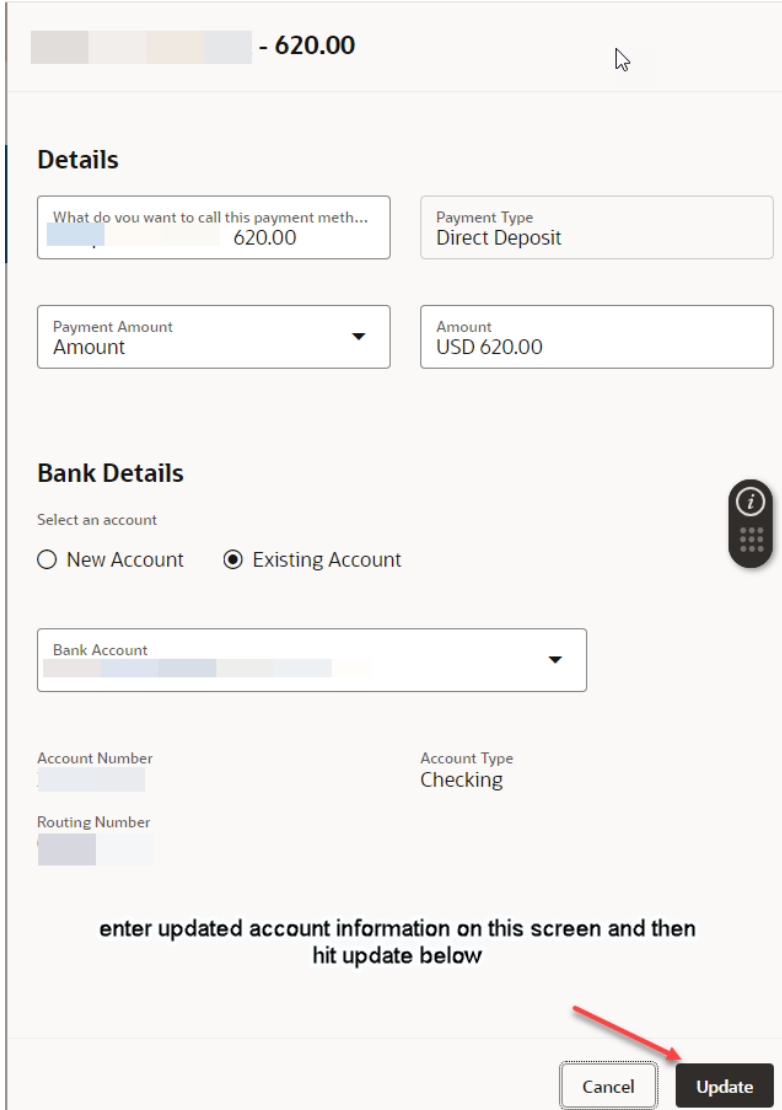
Click on Reorder to change the priority in which the accounts process your payroll deposit

Use Edit to make a change to your account information

Click on Delete in the tile to delete the account

21. Update the payment method as desired

22. Click **Update**

A screenshot of a web form titled 'Managing My Paycheck Payment Methods'. At the top, a balance bar shows '- 620.00'. The 'Details' section includes a text input for 'What do you want to call this payment method...' with '620.00' entered, a 'Payment Type' dropdown set to 'Direct Deposit', a 'Payment Amount' dropdown, and an 'Amount' field showing 'USD 620.00'. The 'Bank Details' section has radio buttons for 'New Account' and 'Existing Account' (selected), an information icon, and a 'Bank Account' dropdown. Below are fields for 'Account Number', 'Routing Number', and 'Account Type' (set to 'Checking'). A message at the bottom says 'enter updated account information on this screen and then hit update below'. At the bottom right are 'Cancel' and 'Update' buttons, with a red arrow pointing to the 'Update' button.

- 620.00

Details

What do you want to call this payment meth... 620.00

Payment Type
Direct Deposit

Payment Amount
Amount

Amount
USD 620.00

Bank Details

Select an account

☐ New Account ☒ Existing Account

Bank Account

Account Number

Account Type
Checking

Routing Number

enter updated account information on this screen and then
hit update below

Cancel Update

23. Click **Reorder**

24. Change the number next to the name of your account to reorder the payment methods.
25. Click **Update** to apply

<

Payment Methods

+ Add

Reorder

Direct Deposit

02-23-2023

620 USD

Account Number

Direct Deposit

02-23-2023

Remaining Pay

Account Number

Reorder

Change the order of the payment methods to affect the order they're processed.

Priority 1

- 620.00

Priority 2

Credit Union

you can change the processing order of your direct deposits by using the reorder button next to add. then change the order and hit update to complete.

Cancel

Update

End of Procedure