Follow these steps if you have additional direct deposits or want to make changes or remove a Direct Deposit account.

**NOTE:** Please review and make any direct deposit changes (additions/deletions/edits) before exiting out of the system. Once you sign out, you will not be able to make any other changes until the next day.

1. The Direct Deposit Details that you just entered will be listed. Click on Add Account.

2. Please refer to the DIRECT DEPOSIT WORKSHEET for the information needed for #1 - #6.
3. The Direct Deposit Details that you just entered will be listed. Verify the information.

4. Repeat step #1 - #3 until you’ve entered all your Direct Deposits.

**Change/Remove Direct Deposit Accounts**

1. If you need to make changes to a Direct Deposit account, click on the pencil icon you wish to edit. This will allow you to make changes to your Direct Deposit entry.
2. The following Change Direct Deposit screen will appear for the account selected.

3. Make the necessary changes/edits in any of the fields and click on the submit button when you are finished.

4. If you need to remove an account from the list, click on the trash can icon for the account you wish to remove. This will remove the direct deposit information for that account.
5. The following Delete Direct Deposit screen will appear. Click on Yes - Delete to delete the account. If you do not want to delete the account, click on No - Do Not Delete.

6. Once all your Direct Deposits have been entered and verified, you may log off the system. To log off, click on the Actions menu bar and then select Sign Out.