




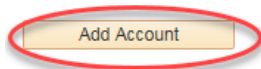
Guide for Open Enrollment – Part 2

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 

Direct Deposit Details						
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent	Order	Edit Remove
Checking	121301015	XXXXX4321	Balance of Net Pay	999		



Need Help?

[Direct Deposit Quick Reference](#)

[Step-by-Step Direct Deposit Instructions](#)

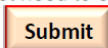
[Detailed Step-by-Step Direct Deposit Instructions](#)

For more information, please call HIP Service Center at (808) 201-7378 (SERV)

2. Please refer to the DIRECT DEPOSIT WORKSHEET for the information needed for #1 - #6.

The screenshot shows the 'Add Direct Deposit' form with the following fields and callouts:

- 1:** Routing Number field
- 2:** Account Number field
- 3:** Account Type dropdown menu
- 4:** Deposit Type dropdown menu
- 5:** Amount or Percent field
- 6:** Deposit Order field
- 7:** Submit button

- 1 Routing Number:** Enter your financial institution's 9-digit routing number. If you receive an error message, contact the HIP Service Center.
- 2 Account Number:** Enter your account number
Retype Account Number: Re-enter your account number
- 3 Account Type:** Click the drop-down arrow to select your Account Type
 - Checking – deposit into a checking account
 - Savings – deposit into a savings account
- 4 Deposit Type:** Click the drop-down arrow to select your Deposit Type
 - Amount – amount of net pay to be deposited
 - Balance of Net Pay – Your entire net pay or your remaining net pay (if you have multiple direct deposits)
 - Percent – a percentage of net pay to be deposited
- 5 Amount or Percent:** If you have multiple direct deposits, enter an amount (example 10.50) or percent (example 20)
- 6 Deposit Order:** Enter the order of the deposits (1, 2, etc.), if you have multiple direct deposits. If you only have one direct deposit, the Deposit Order field will automatically default to 999 and you do not need to enter a value.
- 7 Submit:** Click on  button

- The Direct Deposit Details that you just entered will be listed. Verify the information.


Review, add or update your direct deposit information.

Direct Deposit Details							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent	Order	Edit	Remove
Savings	321370765	012345	Percent	20.00%	1		
Checking	121301028	078956	Amount	\$100.00	2		
Checking	321370765	012345678	Balance of Net Pay		999		

Add Account

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

Change/Remove Direct Deposit Accounts

- 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.

Review, add or update your direct deposit information.

Direct Deposit Details							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent	Order	Edit	Remove
Savings	321370765	012345	Percent	20.00%	1		
Checking	121301028	078956	Amount	\$100.00	2		
Checking	321370765	012345678	Balance of Net Pay		999		

- The following Change Direct Deposit screen will appear for the account selected.

Direct Deposit
Change Direct Deposit

Your Bank Information

Routing Number [View Check Example](#)

Distribution Instructions

Account Number

Retype Account Number

*Account Type


*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

* Required Field

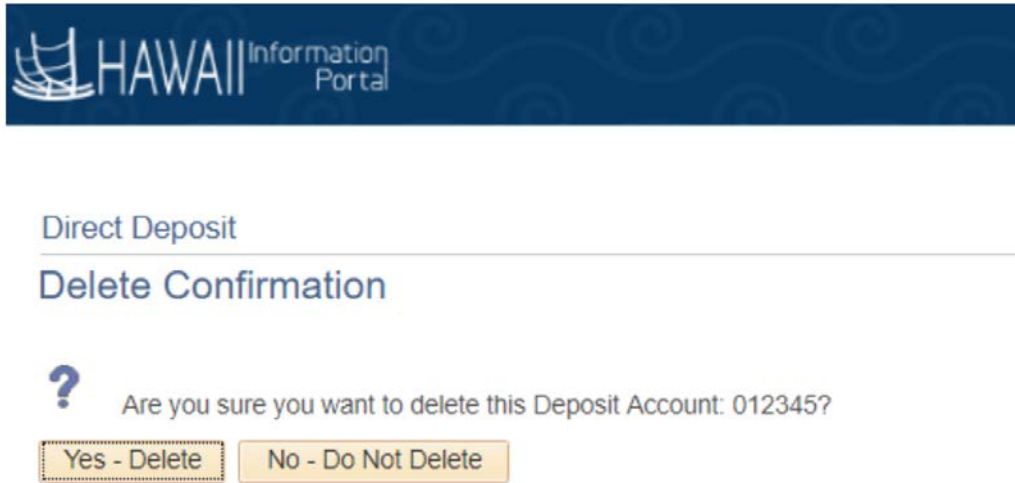
- Make the necessary changes/edits in any of the fields and click on the submit button when you are finished.


- 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.

Review, add or update your direct deposit information.

Direct Deposit Details							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent	Order	Edit	Remove
Savings	321370765	012345	Percent	20.00%	1		
Checking	121301028	078956	Amount	\$100.00	2		
Checking	321370765	012345678	Balance of Net Pay		999		

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.

