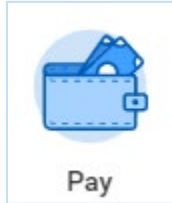


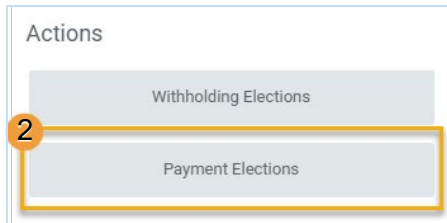
ADD A DIRECT DEPOSIT ACCOUNT

To add a direct deposit account:

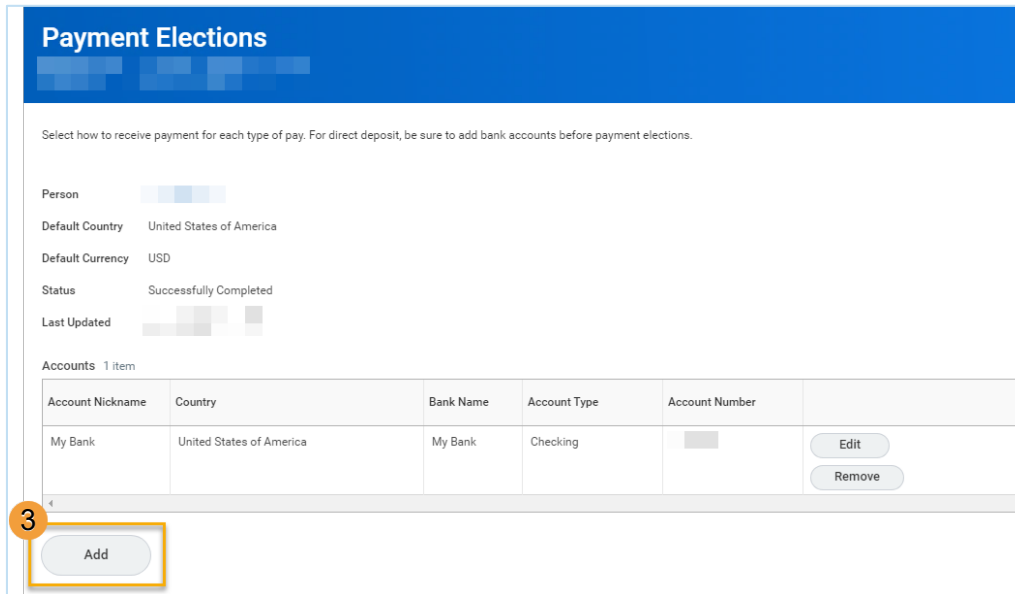
1. Open **Pay** application




2. Click **Payment Elections**.



3. Click **Add**.



 **Important:** You can add a **maximum of 5 accounts**.

4. (Optional) You can add an Account Nickname to help you identify this account.
5. Enter the Routing Transit Number, Bank Name, and Account Number.
In the “Routing Number” field, enter the **ScholarShare ABA number: 011001234**
 - a. In the “Account Number” field, you will enter a 12-digit number that is a combination of ScholarShare’s 3-digit DDA number and your 9-digit ScholarShare account number.
 - i. **ScholarShare’s 3-digit DDA number: 581**
 - ii. Your **9-digit account number** can be found on your **ScholarShare home page**
6. You can enter a Bank Identification Code.
7. Select **Checking** as the Account Type.
8. Click **OK** to save. Once the account has been added, you can use it to make payment elections.

Add Account

Add account information for use when electing direct deposit for payments. Assign the account a nickname for easy identification later. The bank name is checks. Please contact your bank for further information on direct deposit.

Account Holder Name Kristen Pinta

Account Country United States of America

Sample Check

Jonathan Doe
4321 Main St.
Anywhere, CA 94000

DATE _____

_____ Dollars

YOUR BANK NAME
2019 1st St.
Anywhere, CA 94000

DO NOT INCLUDE Check #

⑆ 23456789 ⑆ 0001234567890 ⑆ 00123

9 Digit Routing # Between the ⑆ symbols Account # Include all zeros

Account Information

- 4
- 5
- 6
- 7
- 8

Account Nickname (optional)

Routing Transit Number *

Bank Name *

Bank Identification Code

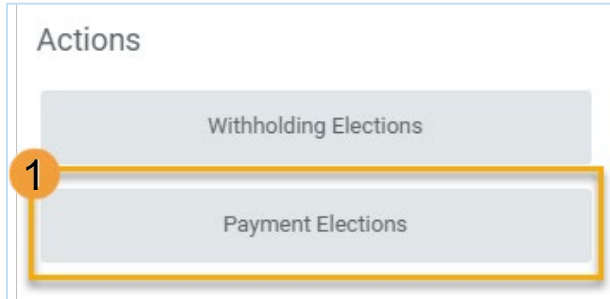
Account Type * Checking Savings

Account Number *

OK
Cancel

MANAGE YOUR PAYMENT ELECTIONS

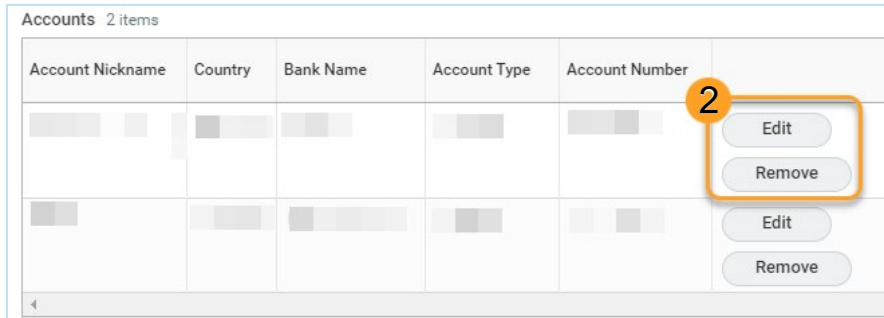
1. From the Pay application, click **Payment Elections**.



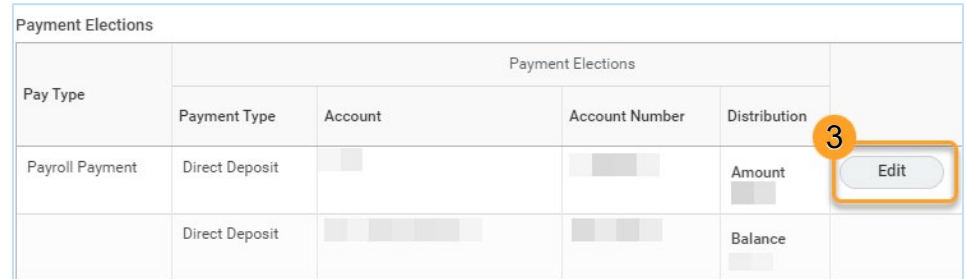
2. Under **Accounts** use the **Edit** or **Remove** buttons to change or remove an account.



Note: An account can only be removed if it is no longer used as a payment election.



3. Under **Payment Elections**, you can modify a payment election by clicking **Edit**.



4. Change the amount or percent that is deposited into the account. Or, change the account that receives the balance of payments for the pay type.

5. Click **+** to add additional payment elections, or **-** to remove a payment election. **6.**

Click **OK** to save.

