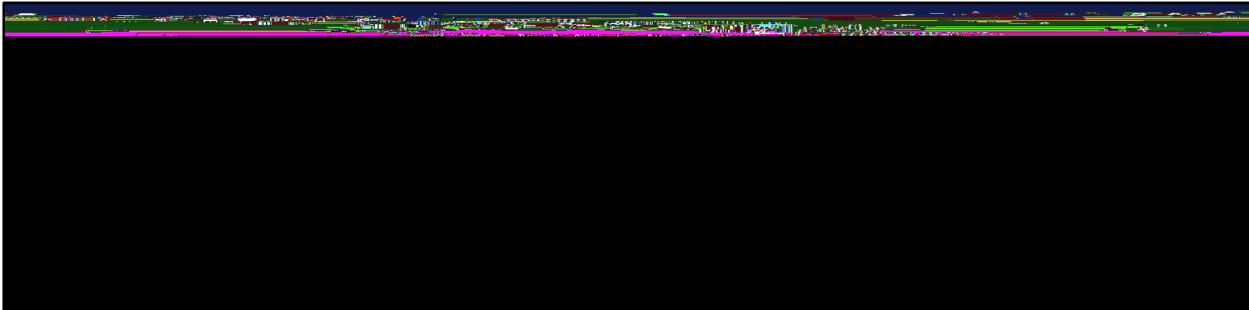
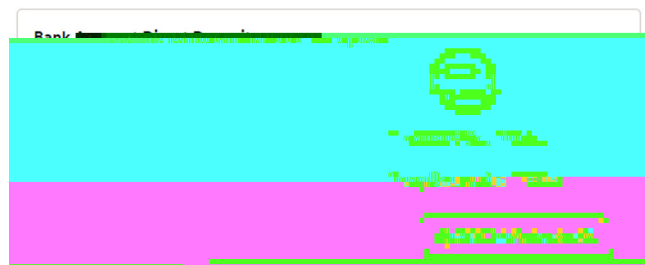


## Setting up your direct deposit in ADP

Go to the **Myself** tab, then **Pay** and **Pay Options**.



On the Pay Options screen select **+ADD BANK ACCOUNT**



1. Enter your Routing number. Twice to confirm
2. Enter your Account number. Twice to confirm.
3. Enter the account type: Checking = CK1 ; Savings = SV1. Add'l accounts would be CK2, CK3, SV2, SV3

**Add an Account** ⓘ

1 2 3 4

ROUTING ACCOUNT ACCOUNT REVIEW

Routing Number \*

Confirm Routing Number \*

NEXT >

Choose next, review, and Save. You're done !