



Employee Direct Deposit Changes

***Effective July 1, 2024, Direct Deposit is required for all employees.**

**A Pay Card through Wisely Direct is available for any employee who would like to sign up to use it as their main direct deposit account or an additional account.*

More information can be found here: <https://www.mywisely.com>

In the Mobile App - Take a Picture of Your Check

1. Select the **Pay** tile from the Recommended section on the Home screen OR navigate to **More >**
Pay
2. Go to the **Direct Deposit** section
3. Select **Set up direct deposit** to add a new Direct Deposit record
4. Select **Direct Deposit** as the type of account you would like to setup
5. Select **Capture Check**

A screenshot of the mobile app's 'Direct Deposit' setup screen. The screen has a white background with a blue header bar containing a back arrow, the word 'Pay', and a close 'X' icon. Below the header, there is a section titled 'Direct Deposit' with a close 'X' icon. Underneath, there is a text input field labeled 'Enter Account'. Below that is a dropdown menu for 'Account Type' with 'Checking Acct' selected. A blue button labeled 'Capture Check' is positioned below the dropdown. Further down are three pairs of input fields: 'Routing Number' and 'Confirm Routing Number', 'Account Number' and 'Confirm Account Number'. At the bottom, there is a checkbox labeled 'I have received and agreed to the terms and privacy statement' and two buttons: 'Prev' and 'Next'.

6. A message will display: "Use this feature to enter your routing and account numbers by capturing an image of your physical check or an image of your check." > Select **Continue**
7. Line up your check within the box and wait for the green circle within the box to minimize, then the image will be captured.
 - Once the data is captured, it will display the **Routing Number** and **Account Number** to verify the data is correct

8. You can then do one of the following actions:

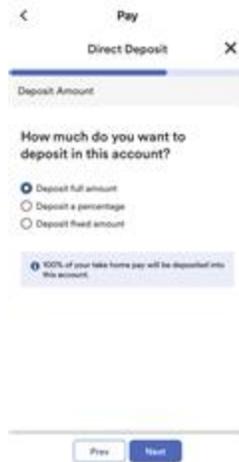
- Select **Yes** to save the record and create the new Direct Deposit account
- **Retake the Photo**
- Click on the **X** to cancel



9. If you selected yes, check the box to **Agree to the terms and privacy statement** > Select **I Agree**

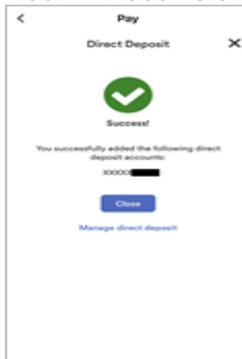
10. Choose one of the following options to determine how much you want to deposit in the account.

- **Deposit full amount** > A message will display: "100% of your take home pay will be deposited into this account"
- **Deposit a percentage** > A field will appear to allow you to **Enter a percentage**
- **Deposit Fixed amount** > A field will appear to allow you to **Enter amount**



11. Review your account details > Click **Submit**

12. You will receive a confirmation page telling you the changes were successful



Enter Your Account Details Manually

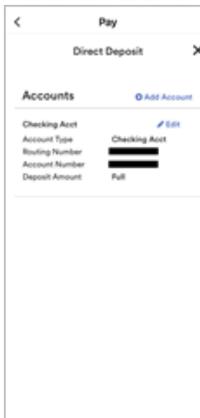
You can also enter your account details manually using your mobile phone

1. Select the **Pay** tile from the Recommended section on the Home screen OR navigate to **More > Pay**
2. Go to the **Direct Deposit** section
3. Select **+Add an Account**
4. Select **Direct Deposit** as the type of account you would like to setup
5. Enter the **Routing Number** twice to confirm it
6. Enter the **Account Number** twice to confirm it
7. Check the box to **Agree to the terms and privacy statement > Select I Agree > Next**
8. Choose one of the following options and hit **Next**:
 - **Deposit remaining amount >** A message will display: "The remainder of your take home pay will be deposited into this account"
 - **Deposit a percentage >** A field will appear to allow you to **Enter a percentage**
 - **Deposit fixed amount >** A field will appear to allow you to **Enter amount**
9. Review your account details > Click **Submit**

Edit Your Account Details

You can also edit your existing Direct Deposit account details using your mobile phone

1. Select the **Pay** tile from the Recommended section on the Home screen OR navigate to **More > Pay**
2. Go to the **Direct Deposit** section
3. Click the **Edit Pencil** on an existing account to make changes



4. Make any changes needed and click **Next**
5. Review your account details > Click **Submit**
6. **Result:** You will receive a confirmation page telling you the changes were successful