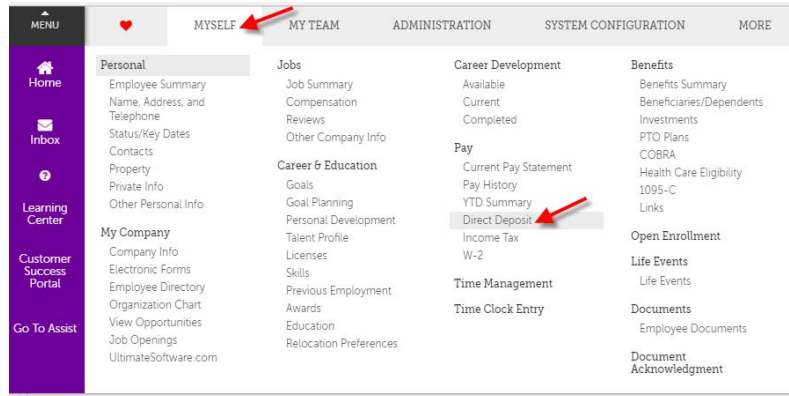


How to Add/Update Direct Deposit Information in UltiPro

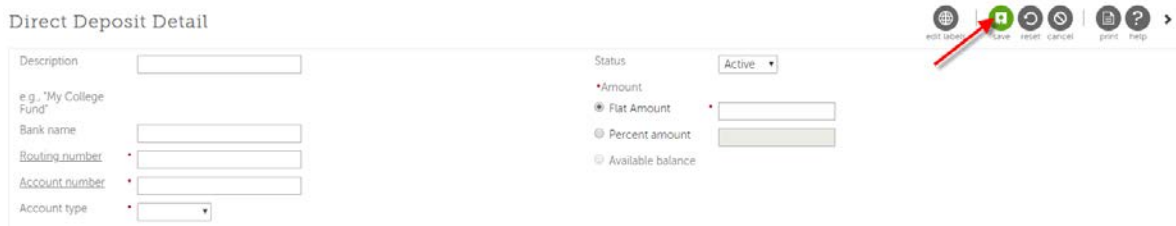
1. From your homepage in UltiPro, click the “Myself” tab at the top and then click “Direct Deposit” under “Pay”.



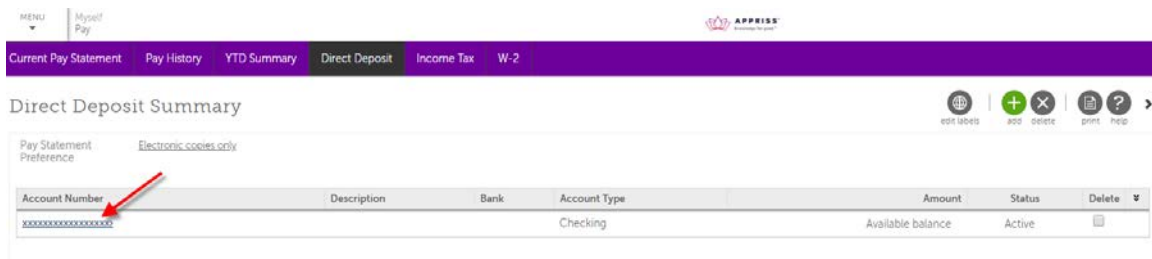
2. From the “Direct Deposit” tab, you can select the green Add button or “Add Direct Deposit” under Things I Can Do section.



3. Enter your account information and choose Save at the top right.



4. If you need to update an existing direct deposit account, you can select the link of the Account Number on the Direct Deposit Summary page.



5. You are also able to delete a current direct deposit account by selecting the Delete checkbox next to the account and Delete at the top of the screen.

The screenshot shows the APPRIS web interface. At the top, there is a purple navigation bar with the following menu items: "Current Pay Statement", "Pay History", "YTD Summary", "Direct Deposit", "Income Tax", and "W-2". The "Direct Deposit" item is currently selected. To the right of the navigation bar, there are several utility icons: "edit labels", a green plus icon, a grey minus icon, "print", and "help". A red arrow points to the green plus icon.

Below the navigation bar, the page title is "Direct Deposit Summary". Underneath this, there is a section for "Pay Statement Preference" with a link for "Electronic copies only".

The main content is a table with the following columns: "Account Number", "Description", "Bank", "Account Type", "Amount", "Status", and "Delete". A red arrow points to the "Delete" column header.

Account Number	Description	Bank	Account Type	Amount	Status	Delete
XXXXXXXXXXXXXXXXXX			Checking	Available balance	Active	<input checked="" type="checkbox"/>