

How to Sign-up for Direct Deposit Online



You can receive your reimbursements even faster by signing up for direct deposit.

1.

Once you have logged in, select the **"My Profile"** tab in the top navigation bar.

2.

Select **"Banking"** and then click **"Add"** on the right side of the screen.

3.

Select the appropriate **Account Type**, and then enter the **Account Name** and **Bank Name**.

4.

Enter your **Account Number** and then re-enter it to confirm.

5.

Enter your **Routing Number** and then re-enter it to confirm.

6.

Click **"Save."**

Congratulations! You are now signed up for direct deposit.

Note: Once you provide your banking information, it may take between 5 to 10 business days for processing and validation. Until processing is completed, you will receive a check for any reimbursements.