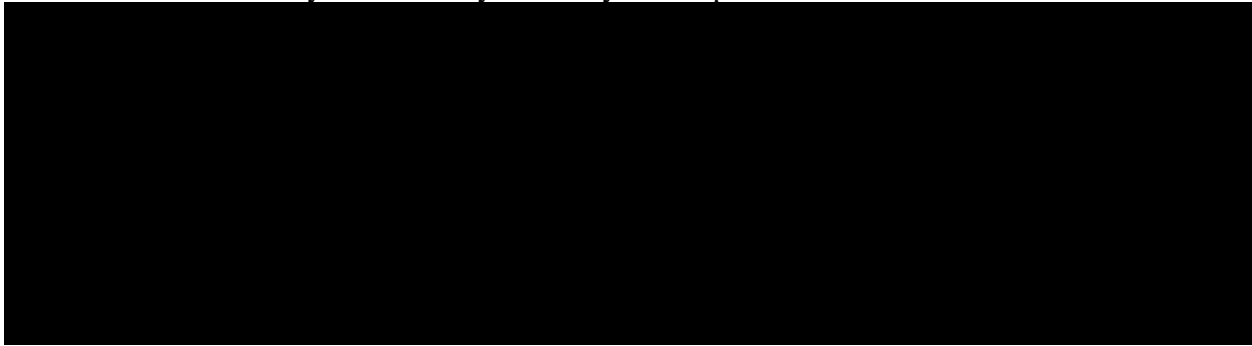


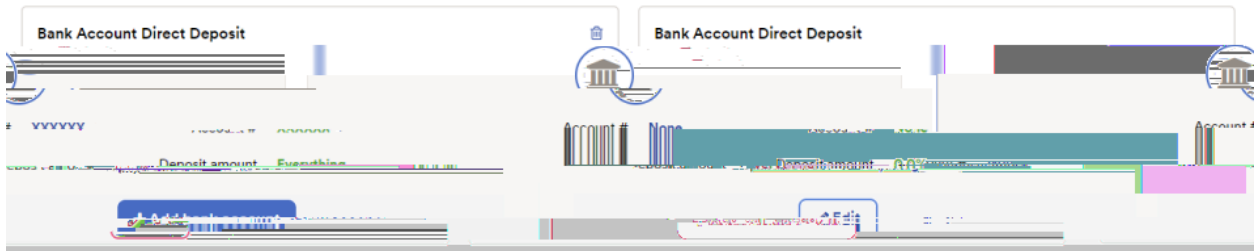
How to Set-up/Update Your Direct Deposit

Instructions through the workforcenow.adp.com webpage

1. Click/Select “Myself” “Pay” “Payment Options”



2. Select/Click “Add bank account” and/or “Edit” to update your account information



3. Make sure to verify the information entered and save when completed.

Instructions with the ADP Mobile app

1. Download the ADP Mobile app to your phone
2. Enter your login information
3. Under Recommended, select “Pay”

Recommended



4. Scroll down until you see “Direct Deposit” and select “Manage my direct deposit”



5. Make sure to verify the information entered and save when completed