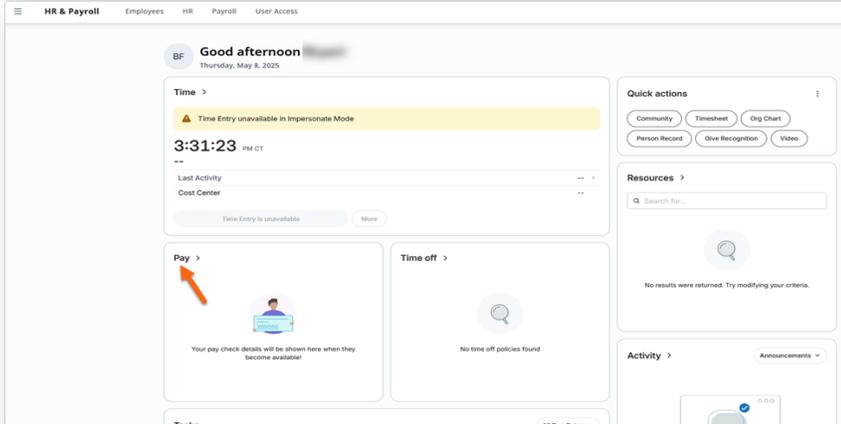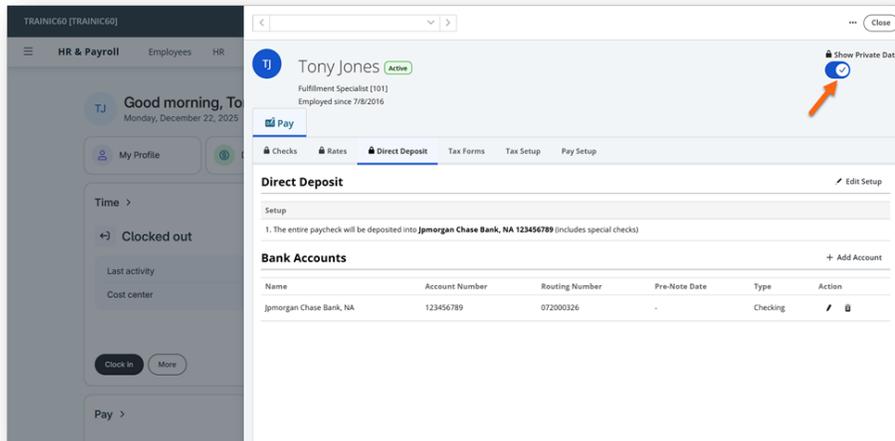# How To Review/Edit Your Direct Deposit Info
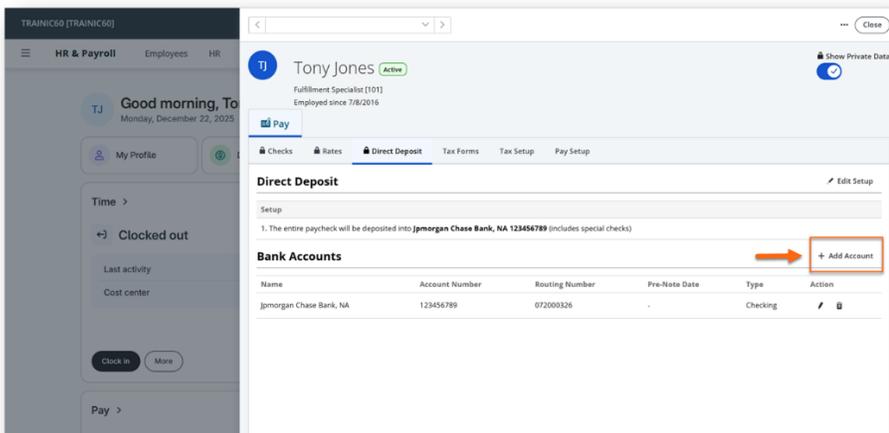
- Start from your HOME Portal
- Click on 'Pay'

- Your Employee Record will open
- Click 'Direct Deposit' Link
- Toggle on **'**Show Private Data' so you see your routing and account numbers
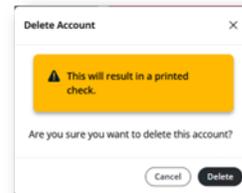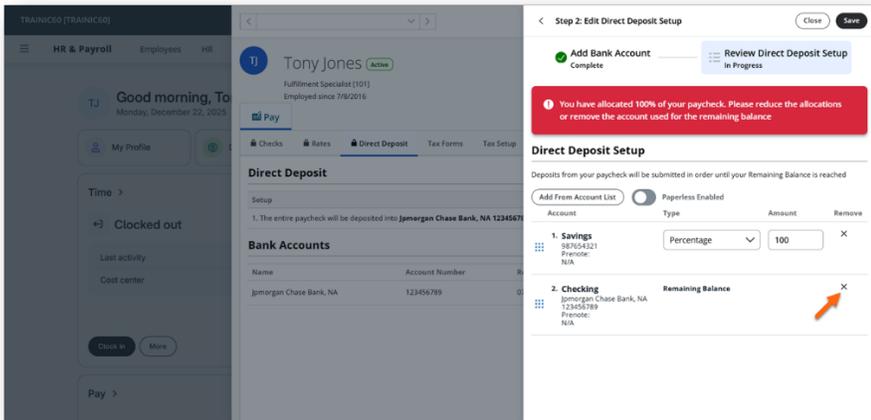

- To change/switch out your primary account information click '+Add Account' button

- Update Routing and/or Account number(s) as needed
- Choose your Allocation Type to Percentage and type in 100 in the amount box
- Click 'Next' at the top right of page
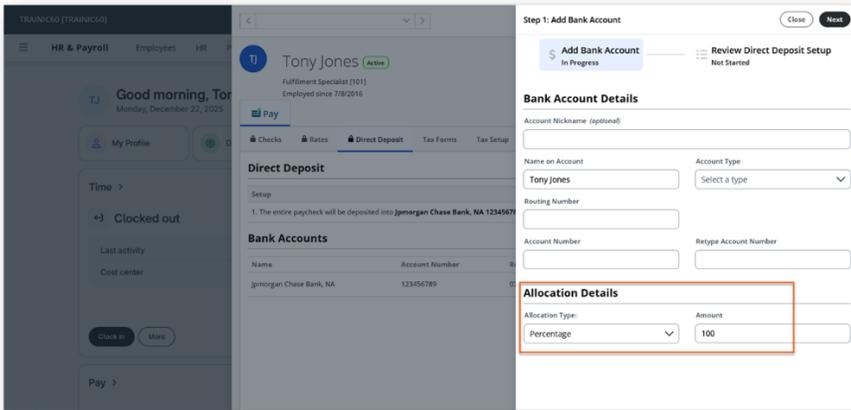
- You will want to delete the account that you are replacing
- Confirm the deletion of the account

- Click 'Save' at the top right-hand side of screen

Adding or editing your direct deposit account will need to be reviewed and approved first before the account is officially live on your profile