

Setting up direct deposits

Direct deposit means adding funds electronically into a bank account rather than through a physical, paper check.

You can give your employer or other organizations your account information to let them deposit money into your account directly. Download the direct deposit form in your account and give it to your organization. It contains all the information they need to deposit funds directly into your account.

The instructions are on the next page.

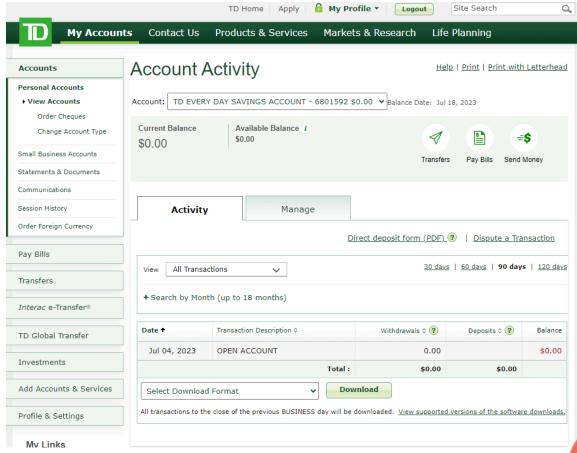
Getting help





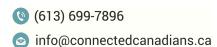
To set up a direct deposit:

- 1. From the menu on the left, click **Accounts**.
 - The **Accounts** page appears.
- 2. Click the account that you want to deposit into.
 - The Account Activity page appears.

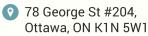


3. Click the Direct deposit form (PDF) link.

A PDF page appears, listing the account information that is needed to enable direct deposit. You can press **CTRL+S** on your keyboard to save this file to your computer. Then you can email it to the organization that you want to be able to deposit into your account.



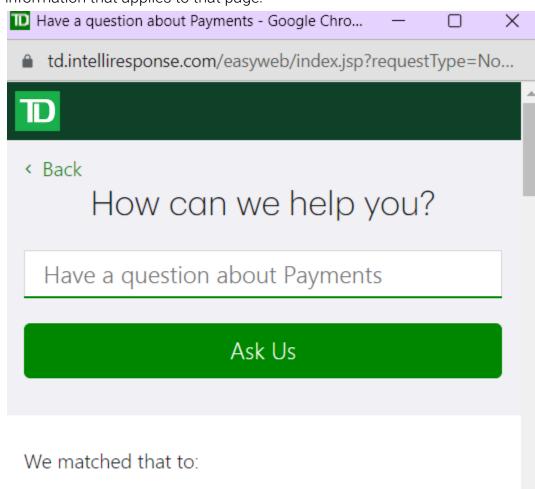






Getting help

The **Help** link at the top right of every EasyWeb page brings up a help window with information that applies to that page.

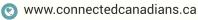


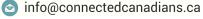
Have a question about Payments?

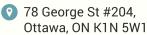
Use our Search box above to find the answers you're













Use the search field to type any question you have, and get answers with step-by-step instructions.

