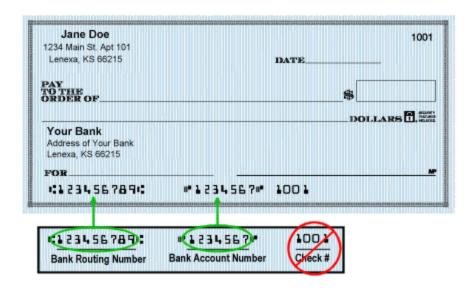# Direct Deposit

Online Setup Guide

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1. Log into the MyUIdaho or VandalWeb
2. Click on Employee Information
3. Click on Direct Deposit
4. Click on Update Direct Deposit Allocation
5. If you have never set up direct deposit before . . . .
   a. Click on Add New Direct Deposit
   b. Enter your Bank Routing Number:
      i. As seen in the example below, your routing number is found in the bottom left corner of your checks.
      ii. If this is a savings account you may need to contact your bank and ask them for your account routing number.

   c. Once the routing number is entered, the bank name will be automatically generated to the Right. If these do not match please stop and contact our office directly. We will need to see a voided check in order to update the routing number and bank name association. If the bank name does match, please continue to the next field.
   d. Enter you Account number. This should be the next series of numbers found on your check after the routing number. Be sure that you do not include your check number.
   e. You will need to enter it a second time to ensure accuracy.
   f. Then you need to indicate if this is a checking or savings account.
   g. Then you need to indicate if this is going to be a flat dollar amount or percentage you are contributing to this account. IF YOU WANT ALL OF YOUR PAYROLL CHECK TO GO INTO THIS ACCOUNT, PLEASE ENTER 100 PERCENT.

A guide for setting up your direct deposit information online.

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       h. If you enter a specific dollar amount or percentage, the remaining amount will be entered as a check and then sent to your check mailing address. **If you want to split this between multiple accounts**:

          i. Enter the percentage or dollar amount and then click on Save.

          ii. Then click on Update Direct Deposit allocation

          iii. Enter the other account information the same as above.

          iv. Then select Remaining amount for the rest of your payroll check to go into this account.

6. If you currently have Direct Deposit setup, but need to change it:

    a. Follow steps 1 through 5 above

    b. Then click on the bank name under your current allocation

    c. Select the box next to inactivate to turn this account off

    d. Then select save

    e. Then you can follow the above steps to set up a new account.

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