MANAGE PAY INFORMATION

VIEW PAYMENT ELECTIONS

From the **Home** page:



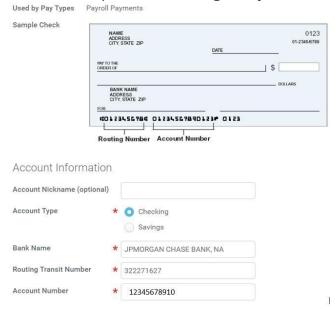
- 1. Click on the Pay worklet.
- Payment Elections

 2. Click on under the Action section.
- 3. Your current Payment elections will display in the **Payment Elections** page.

CHANGE YOUR PAYMENT ELECTIONS

From the **Payment Elections** page:

- Click the button at the top left of the page.
- 2. This will take you to the **Manage Payment Elections** page.



If you are changing an existing account:

- 3. Click Change Account next to the account that you wish to change.
- 4. This will take you to the **Change Account Information** page.

5. Type your changes.



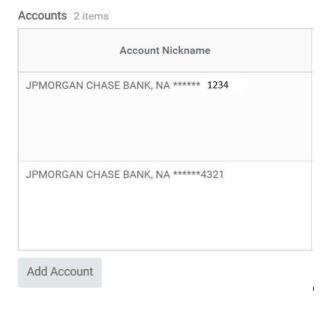
If you are adding a new account:

Add Account 7. Click under the Accounts table.

- 8. This will take you to the **Add Account** page.
- 9. Type in the Bank Name, Routing and Account numbers.



11. The new account will display in the Accounts table.



If you are changing the Payment Elections:

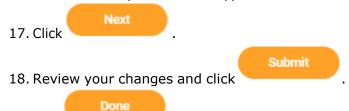
12. Scroll down to the Payment Elections section table. The original account will display.



13. Click

19. Click

- 14. The Payment Election page will display.
- 15. Remove the old account under the Account column.
- 16. Use the **Prompt** icon = or type to indicate the newly-added account.



If you are deleting an account:

Delete Account 20. Click next to the appropriate account. Make sure that this is not the same account that is listed as the Payment Election account. If it is, then you will need to change the payment elections first.

