

# MANAGE PAY INFORMATION

## VIEW PAYMENT ELECTIONS

From the **Home** page:






1. Click on the **Pay** worklet.


Payment Elections












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

## ADD EXPENSE PAYMENT ELECTIONS

From the **Payment Elections** page from the Pay worklet:

1. Scroll down to the **Payment Elections Requiring Setup** table.
2. Click **Add Elections**.
3. The Payment Election page will display.
4. Use the **Prompt** icon  or type to indicate the Country as the **United States of America**.
5. The Currency will default USD.
6. Use the **Prompt** icon  or type to indicate Payment Type as **Direct Deposit**.
7. Use the **Prompt** icon  or type to indicate the appropriate **Account**.

Payment Elections 1 item 

	Order	*Country	*Currency	*Payment Type	Account
 		 United States of America 	 USD 	 Direct Deposit 	 SAN DIEGO COUNTY CREDIT UNION ***** 

8. Click the **Balance** radio button.

NOTE: Expense Payments will only deposit into **ONE** account.

9. Click **Next**.

10. Review your changes and click **Submit**.

11. Click **Done**.