You can establish, change, and delete payment elections any time. You have two options: Direct Deposit or Paper Check.

**DIRECT DEPOSIT**

Follow the steps below to establish Direct Deposit:

1. From the Pay Worklet, Select Payment Elections

2. The screen is broken into two sections: Accounts and Payment Elections – You will need to add accounts before you can make your Elections
3. To add an account, click on the Add Account button
4. Enter the account type, bank name, routing transit number, and account number (this information can generally be found on the bottom of a check) then Click OK
5. Now that your account is in the system, you can change your payment election to deposit your paycheck directly into that account by clicking on Change Election
6. You can add or change Payment Elections by adding or removing rows with the + or – symbols and filling in the Payment Type and Balance fields as desired.
7. Select Direct Deposit from the Payment Type menu
8. The Balance / Amount / Percent areas work as follows:
   a. Balance: Deposit the full amount of your paycheck into this account, or the remainder of your paycheck if you have other accounts receiving funds
   b. Amount: Deposit an exact amount into this account every payday (say, $200)
   c. Percent: Deposit a percentage of your paycheck into this account (say, 25%)
9. You can continue to add rows and select additional accounts until you have established all of your desired distributions, then click OK to submit

**Paper Checks**

Follow the steps below to establish paper checks:

1. From the Pay Worklet, Select Payment Elections
2. If you currently receive paper checks, you will see the screen below and do not need to take any action.

<table>
<thead>
<tr>
<th>Payment Elections</th>
<th>1 item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Type</td>
<td>Payment Type</td>
</tr>
<tr>
<td>Regular Payroll</td>
<td>Check</td>
</tr>
</tbody>
</table>

3. If you do not receive paper checks but would like to, you will need to click on Change Election, then select Checks as the Payment Type.