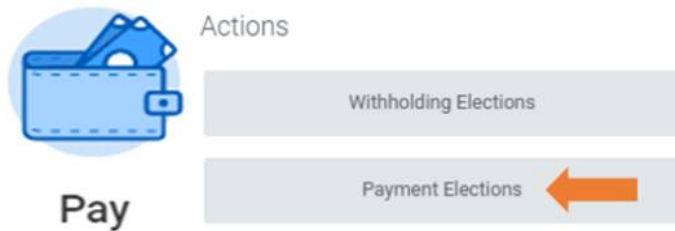


You can establish, change, and delete payment elections any time. You have two options: Direct Deposit or Paper Check.

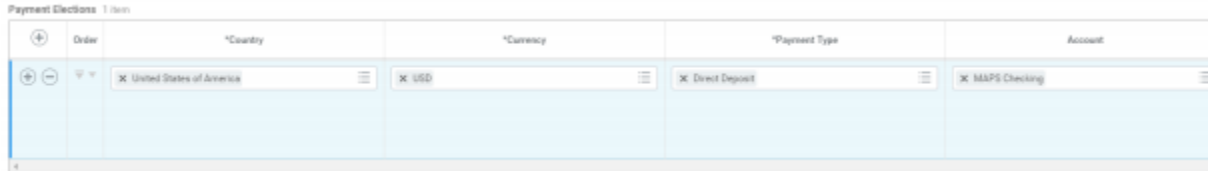
DIRECT DEPOSIT

Follow the steps below to establish Direct Deposit:

1. From the Pay Worklet, Select Payment Elections

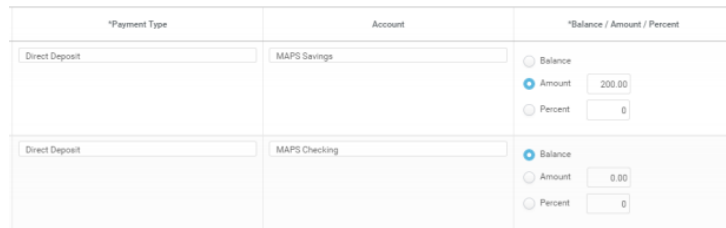


2. The screen is broken into two sections: Accounts and Payment Elections – You will need to add accounts before you can make your Elections
3. To add an account, click on the Add Account button
4. Enter the account type, bank name, routing transit number, and account number (this information can generally 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.



Order	*Country	*Currency	*Payment Type	Account
	United States of America	USD	Direct Deposit	MAPS Checking

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



*Payment Type	Account	*Balance / Amount / Percent
Direct Deposit	MAPS Savings	<input type="radio"/> Balance <input checked="" type="radio"/> Amount <input type="text" value="200.00"/> <input type="radio"/> Percent <input type="text" value="0"/>
Direct Deposit	MAPS Checking	<input checked="" type="radio"/> Balance <input type="radio"/> Amount <input type="text" value="0.00"/> <input type="radio"/> Percent <input type="text" value="0"/>

PAPER CHECKS

Follow the steps below to establish paper checks:

1. From the Pay Worklet, Select Payment Elections



Actions

Withholding Elections

Payment Elections 

Pay

2. If you currently receive paper checks, you will see the screen below and do not need to take any action

Payment Elections 1 item

Pay Type	Payment Type
Regular Payroll	Check

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

Change Election

*Payment Type

✕ Check