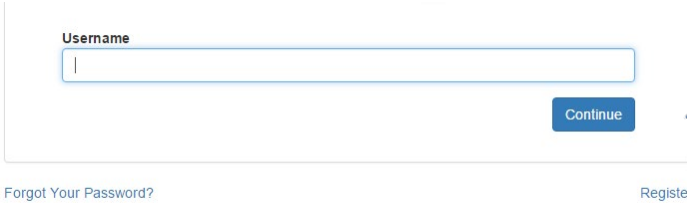


Employees can add, change or remove Direct Deposit information themselves in the Employee Self-Service (ESS) Portal.

Go to: helpside.com

Click on Employee and then ESS



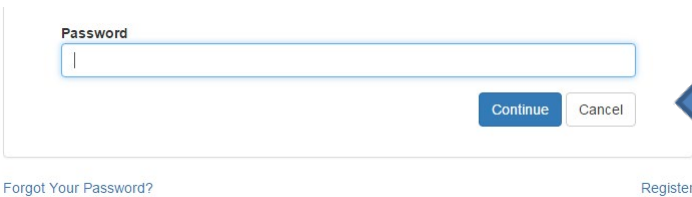
A screenshot of a login form with a text input field labeled "Username" and a blue "Continue" button. Below the form are links for "Forgot Your Password?" and "Register". A blue arrow points to the "Continue" button.

Enter your username

Click on: Continue

Enter your password you created

Click on: **Continue**

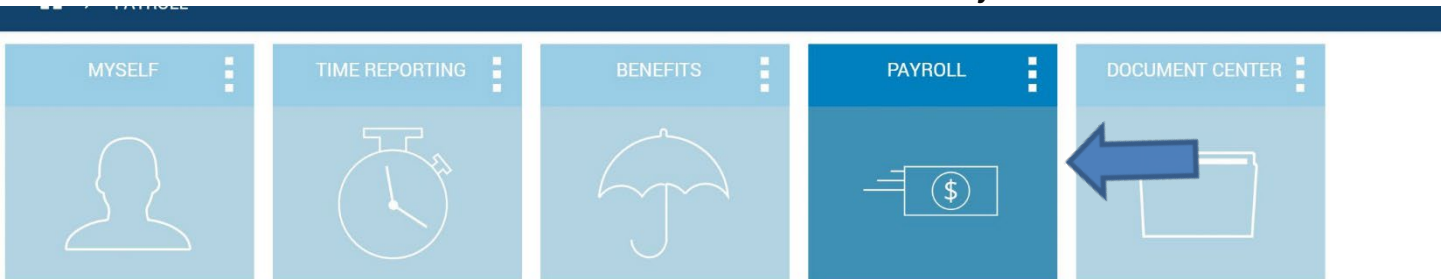


A screenshot of a login form with a text input field labeled "Password" and "Continue" and "Cancel" buttons. Below the form are links for "Forgot Your Password?" and "Register". A blue arrow points to the "Continue" button.

After logging in, you will be taken to the main Dashboard seen below.

To add, change or remove your direct deposit account:

Click on: **Payroll**



A screenshot of the main dashboard with five menu items: MYSELF, TIME REPORTING, BENEFITS, PAYROLL, and DOCUMENT CENTER. The PAYROLL menu is highlighted in a darker blue, and a blue arrow points to it.



A screenshot of the Payroll menu with four options: Check History, Direct Deposit Authorization, Payroll Inquiry, and W-2 Reprint. The Direct Deposit Authorization option is highlighted in a darker blue, and a blue arrow points to it.

Click on: **Direct Deposit**

A list of all of your direct deposit accounts will be shown. To add a new account for Direct Deposit, click on **Add Account**.

My Direct Deposit Authorization

Note: Click on a row to edit the account information.

[+ Add Account](#) [Test Calculator](#)

Account Type	Account Number	Transit Number	Deposit Method	Amount	Maximum	Account Status
Checking		324377820	Fixed			Active
Checking		324377820	Fixed			Active
Checking		324377820	Fixed			Active
Checking		081000210	Fixed			Active
Savings		124302150	Fixed			Active
Savings		324377820	Remainder			Active

Enter the information on the screen and click **Save**.

Add New Account

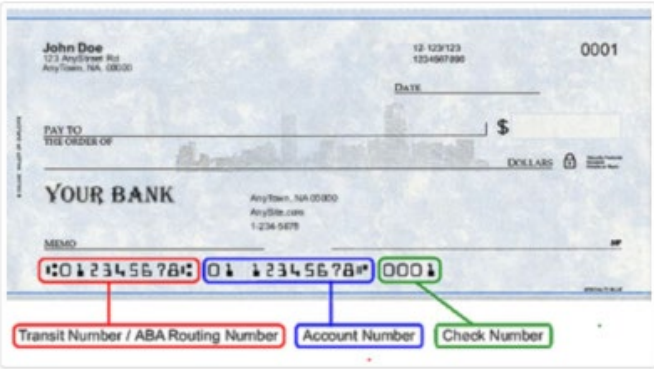
Transit Number*

Account Number*

Calculation Method: Fixed

Account Type: Checking

Amount*



Transit Number / ABA Routing Number Account Number Check Number

[Close](#) [Save](#)

When you are done making changes, make sure to click **Submit Information**.

To change or delete a direct deposit account, click on the row with that account. Change the amount and click **Save** or click **Delete**.

Edit Account: Savings -

Transit Number	Calculation Method	Amount
	Fixed ▾	100.00
Account Number	Account Type	
	Savings ▾	

Close Delete Save

When you are done making changes, make sure to click Submit Information.

These changes will take place immediately and be ready for your next processed payroll. If you have any questions about direct deposit or the employee self-service portal, please contact a member of the Client Success team at Helpside at 1-800-748-5102.