

### Direct Deposit

Go to: [helpside.com](https://helpside.com) -> Employee -> Employee Portal and login with your username and password.

Step 1: Click on **Personal**

Step 2: Click on **Direct Deposits**

Step 3: Click on one of the following:

**Edit** or **remove** if you want to change an existing account

The screenshot shows the 'Direct Deposits' page. On the left is a navigation menu with 'Personal' selected. The main content area has a yellow warning banner, a 'ADD DIRECT DEPOSIT / WISELY PAY CARD' button, and a table of existing accounts. The table has columns for Account Number / Routing Number, Method, Amount, Maximum, Status, and actions (edit, remove). A red circle '3' highlights the 'edit' link for the first account.

Account Number / Routing Number	Method	Amount	Maximum	Status	
555243324 (Checking) 324377516 (AMERICA FIRST FEDERAL CREDIT UNION)	Balance	\$0.00	\$0.00	Active	<a href="#">edit</a> <a href="#">remove</a>

To **edit**, use the drop-down box to modify the **Account Type** or **Deposit Method**. Check the **authorization box** and click **submit**.

The screenshot shows a 'Direct Deposit' modal form. It contains a warning message, account details for 'AMERICA FIRST FEDERAL CREDIT UNION (324377516) Checking (555243324)', and two dropdown menus for 'Account Type' (set to 'Checking') and 'Deposit Method' (set to 'Balance / Remainder'). Below these is a checked checkbox for authorization and a 'SUBMIT' button.

**Account Type**  
Checking

**Deposit Method**  
Balance / Remainder

By checking this box, I authorize Helpside to initiate recurring credit entries for wages owed to me into the account identified above. I also authorize Helpside to debit or credit the account identified above to correct an error that has occurred and circumstances require that the error must be corrected. I understand that this authorization will remain in full force and effect until I notify Helpside that I wish to revoke this authorization. I understand that Helpside requires reasonable prior written notice in order to cancel this authorization

CLOSE SUBMIT

**Add Direct Deposit/Wisely Pay Card** if you want to add a new direct deposit account or add a pay card.

The screenshot shows the 'Direct Deposits' page. At the top, there is a yellow warning box: 'If you make any changes within 48 business hours of your pay date, they may not be reflected on your upcoming paycheck. Please contact Helpside (801) 443-1090 if you have any questions.' Below this, a message states: 'Usage of direct deposit is contingent upon your employer's participation. Click the "Add Direct Deposit / Wisely Pay Card" button to provide your direct deposit information or enroll in a new Wisely Pay Card account through Helpside.' A second message says: 'If you have a Wisely Pay Card from a previous employer, you must enroll in a new Wisely Pay Card account through Helpside if you wish to use Wisely Pay Card for direct deposits. We are unable to deposit into existing Wisely Pay Card accounts. Contact us at service@helpside.com or call (801) 443-1090 for assistance.' A red circle with the number '3' highlights the 'ADD DIRECT DEPOSIT / WISELY PAY CARD' button. Below the button is a table with one entry:

Account Number / Routing Number	Method	Amount	Maximum	Status	
555243324 (Checking) 324377516 (AMERICA FIRST FEDERAL CREDIT UNION)	Balance	\$0.00	\$0.00	Active	<a href="#">edit</a> <a href="#">remove</a>

**To Add a Direct Deposit Account**, enter the required information for each field. Click the information icons for helpful explanations. Click **Submit**.

The screenshot shows the 'Direct Deposit' form. At the top, it says 'Usage of direct deposit is contingent upon your employer's participation.' There are two radio buttons: 'Direct Deposit' (selected) and 'Wisely Pay Card (fees may apply)'. The form has the following fields:

- ABA Routing Transit Number (with an information icon)
- Account Number (with an information icon) and Confirm Account Number
- Account Type (dropdown menu, currently set to 'Checking')
- Deposit Method (dropdown menu, currently set to 'Balance / Remainder' with an information icon)

Below the fields is a checkbox with the following text: 'By checking this box, I authorize Helpside to initiate recurring credit entries for wages owed to me into the account identified above. I also authorize Helpside to debit or credit the account identified above to correct an error that has occurred and circumstances require that the error must be corrected. I understand that this authorization will remain in full force and effect until I notify Helpside that I wish to revoke this authorization. I understand that Helpside requires reasonable prior written notice in order to cancel this authorization'.

At the bottom right, there are two buttons: 'CLOSE' and 'SUBMIT' (with an orange arrow icon).

To **Add a Wisely Pay Card**, select the **Wisely Pay Card (fees may apply)** radio button.

Click the **Wisely Pay Card Details/FAQ** if you have any questions on how the Wisely Pay Card works.

Enter the required information for each field. Click the information icons for helpful explanations.

Click **Submit**.

### Wisely Pay Card

Usage of direct deposit is contingent upon your employer's participation.

Direct Deposit  **Wisely Pay Card (fees may apply)**

Employees who have a Wisely Pay Card from a previous employer must enroll in a new Wisely Pay Card account through Helpside if they wish to use Wisely Pay Card for direct deposits. We are unable to deposit into existing Wisely Pay Card accounts. Contact us at [service@helpside.com](mailto:service@helpside.com) or call (801) 443-1090 for assistance.

[Wisely Pay Card Details/FAQ](#)

\* Deposit Method  
Balance / Remainder ⓘ

By checking this box, I authorize Helpside to initiate recurring credit entries for wages owed to me into the account identified above. I also authorize Helpside to debit or credit the account identified above to correct an error that has occurred and circumstances require that the error must be corrected. I understand that this authorization will remain in full force and effect until I notify Helpside that I wish to revoke this authorization. I understand that Helpside requires reasonable prior written notice in order to cancel this authorization