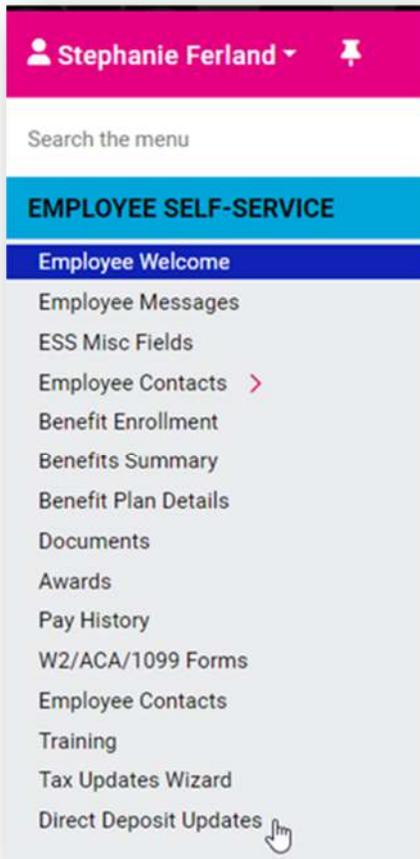


How to Set Up Direct Deposit in ISolved

1. Once logged into ISolved you would click on Direct Deposit Updates:



2. Click +Add New:



3. Complete **ALL** required fields:

Direct Deposit Updates

Save
← Go Back to List

Direct Deposit

*Status:

*Account Type:

*Sequence:

*Frequency:

Amount:

Percent:

*Routing Number:

*Account Number:

Description:

Note: ALL * fields must be completed

- **Enter: *Status:** choose from drop down – Active
- **Enter: *Account Type:** choose appropriate item from drop down –
 1. Checking
 2. Savings
 3. Pay Card Checking or Savings
- **Enter: *Sequence:** choose from drop down –
 1. Remaining = all money will be deposited into this 1 bank account
 2. Choose 1 = Multiple accounts
 - If multiple accounts enter the amount and or percentage then on other account, choose remaining net.
- **Enter: *Routing Number:** enter your bank routing number.
 - Routing Numbers are generally 9 digits and can be found on the bottom left corner of a check.
- **Enter: *Account Number:** enter your checking / savings account number
 - Account numbers are generally 10-12 digits and generally the second set of numbers printed on the bottom of your checks. The number sequence furthers to the right.

4. Click **SAVE** to save all details.

- **If you have multiple accounts, you will be repeating the steps above.**