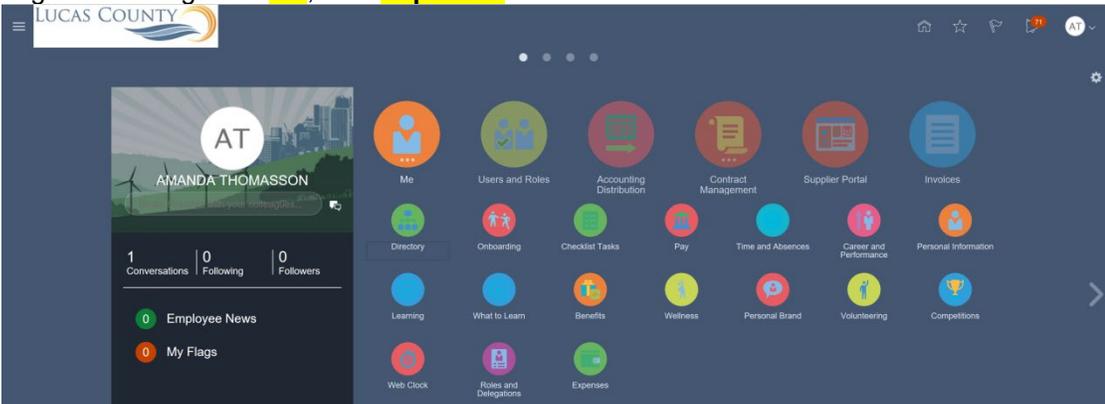
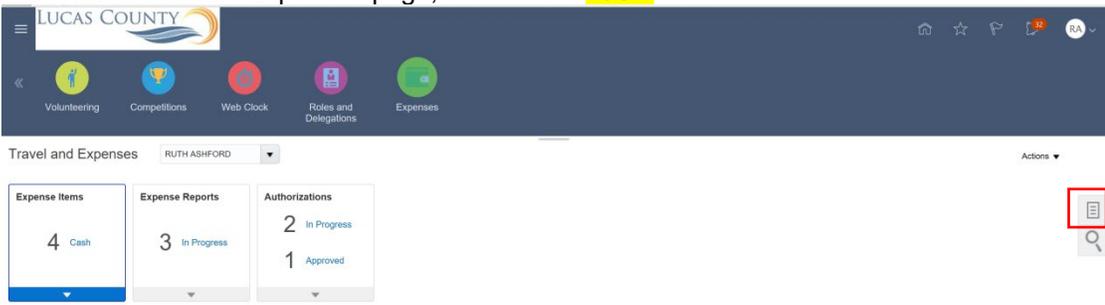
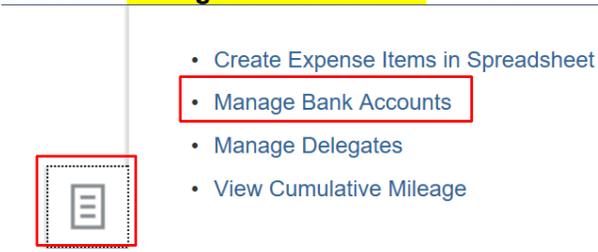
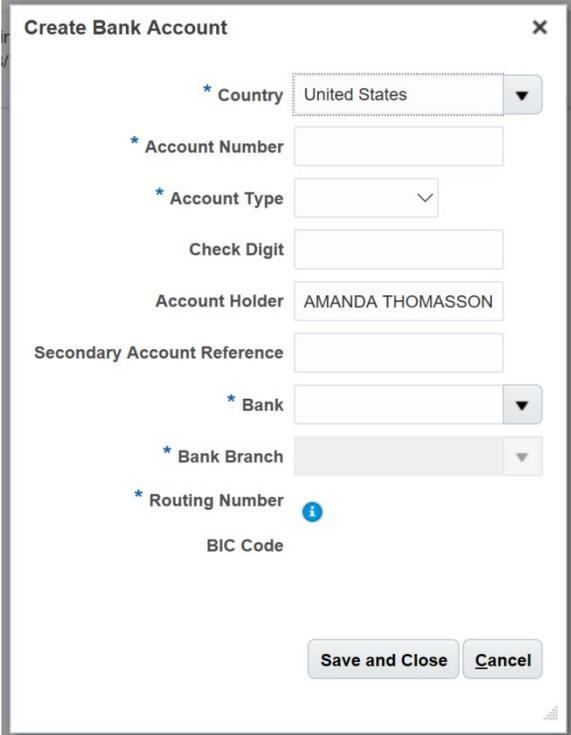


Set Up and Manage Bank Account(s) for Direct Pay

Audience: Employee

Purpose: Bank accounts are set up by employees to allow for electronic payment of payroll and expense reimbursements. Multiple Bank accounts can be added, but only one can receive reimbursements, the primary account. This job aid will assist you with setting up bank accounts for direct pay.

Step	Action
1	<p>Log in and navigate to Me, then Expenses.</p> 
2	<p>From the Travel and Expenses page, click on the Task menu.</p> 
3	<p>Select the Manage Bank Accounts menu item.</p> <ul style="list-style-type: none"> • Create Expense Items in Spreadsheet • Manage Bank Accounts • Manage Delegates • View Cumulative Mileage  <p>NOTE: First time users will need to click the Travel and Expenses link at the bottom of the start up page.</p>
4	<p>In the Manage Bank Accounts window, any existing bank accounts display. An account with a gray checkmark indicates that is the Primary bank account into which reimbursements will go.</p>

	 <p>Manage Bank Accounts</p> <p>+ Primary</p> <p>Lucas County EFT Bank XXXX5678 01100015, United States Routing Transit Number 01100015</p> <p>Checking Valid 8/19/19 - 8/19/19</p> <p><input checked="" type="checkbox"/> Lucas County EFT Bank XXXXXX4234 041000124, United States Routing Transit Number 041000124</p> <p>Checking Valid 8/7/19</p>
	<p>Click the Add icon to add an additional bank account you wish to use, if not present.</p>
<p>5</p>	<p>Enter the following information:</p> <ul style="list-style-type: none"> - Account (bank account number) - Account Type (checking, money market, savings) - check digit (leave blank) - Account holder (if name is different from user name) - <i>Optionally</i>, enter secondary account holder - Bank (Lucas County EFT Bank) - Bank Branch (enter bank branch name This is your bank routing number. The Routing Number field will default based upon this field.) - BIC code (blank). 
<p>6</p>	<p>Click Save and Close to complete the activity.</p>
<p>7</p>	<p>Multiple Bank accounts can be added, only one can receive reimbursements, the one marked as primary. The user can switch which bank account is primary. To change which account is primary:</p>

- Click to select the **non-primary account line** (not the account bank name hyperlink).
- Click the **Primary** icon.

Manage Bank Accounts

+ Primary

<input checked="" type="checkbox"/> Lucas County EFT Bank XXXX5678 01100015, United States Routing Transit Number 01100015	Checking Valid 08-19-2019
<input type="checkbox"/> Lucas County EFT Bank XXXXXX4234 041000124, United States Routing Transit Number 041000124	Checking Valid 08-07-2019

If you need to inactivate an account listed so that no more pay or reimbursement deposits are made:

- Click to select the **account bank hyperlink**. The **Edit Bank Account** window displays.
- Deselect the **Active** checkbox.
- Click **Save and Close**.

Edit Bank Account: XXXXXX4234 ✕

* Country United States

Account Number

* Account Type

Check Digit

Account Holder

Secondary Account Reference

* Bank

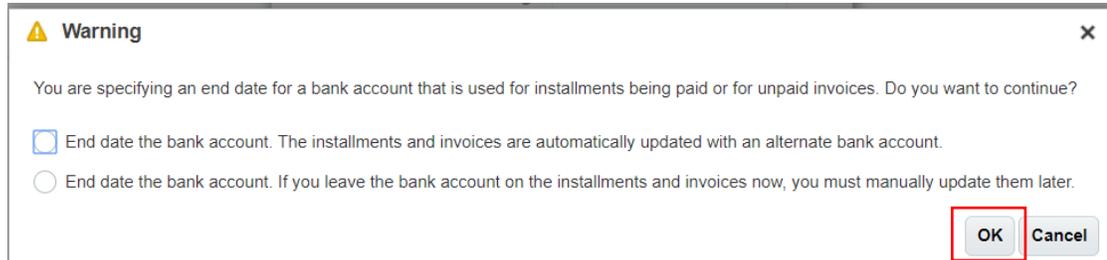
* Bank Branch

* Routing Number ⓘ

BIC Code

Active

A warning provides advisements. Click **OK** to acknowledge and proceed with inactivation/end date.



7 Click the **Done** button to complete Manage Bank Accounts.

