

Use this task to update your direct deposit information in the UCPath Portal.

**Dashboard Navigation:**

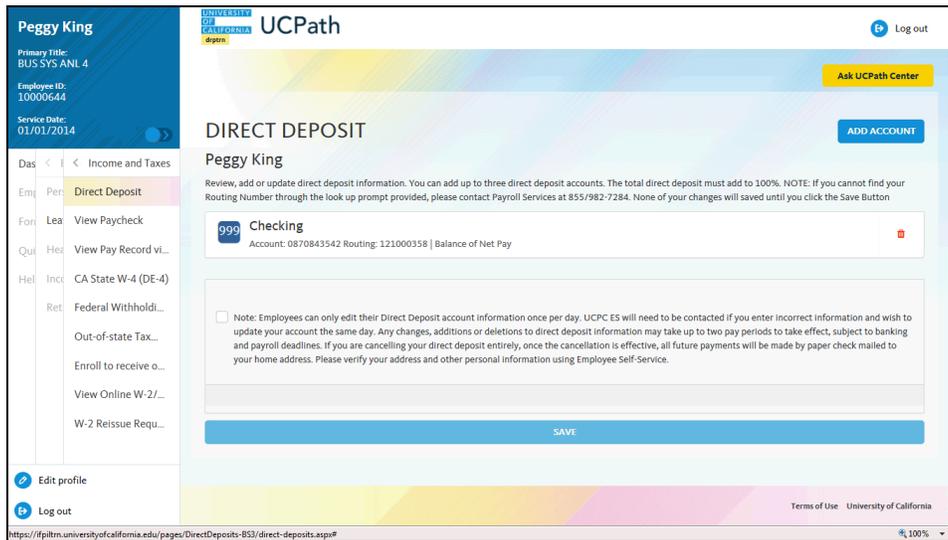
Income and Taxes > **Direct Deposit**

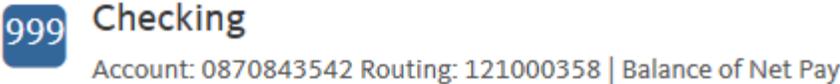
or

**Menu Navigation:**

Employee Actions > Income and Taxes > **Direct Deposit**

**Note:** This example uses portal images as seen on a computer. Portal images appear differently on a tablet or smartphone, but the steps remain the same.



Step	Action
1.	<p>The <b>Direct Deposit</b> page displays all of your direct deposits.</p> <p>In this example, change the bank account on your direct deposit checking account.</p> <p>Click the <b>Direct Deposit Account</b> link.</p> 

Step	Action
2.	To help locate the <b>Routing Number</b> and <b>Account Number</b> on your check, click the <b>View Check Example</b> link. <a href="#">&gt; View Check Example</a>

Step	Action
3.	After reviewing the check example, click the <b>View Check Example</b> link to close the example. <a href="#">&lt; View Check Example</a>

**CHANGE DIRECT DEPOSIT**

Routing Number \* 121000358

Account Number 0870843542

Retype Account Number

Account Type \* Checking

Deposit Type \* Balance of Net Pay

Amount or Percent

Deposit Order \* 999  
(Example: 1 = First Account Processed)

RETURN TO DIRECT DEPOSIT

Step	Action
4.	<p>Use the <b>Routing Number</b> field to update the bank routing number details.</p> <p>Click the <b>Routing Number</b> button.</p> 

**BACK > SEARCH FILTERS**

Bank ID [dropdown] begins with [input field]

LOOK UP ADVANCED LOOKUP

Only the first 300 results can be displayed.

Bank ID	Bank Name	Address Line 1	City	State	Postal Code
011000015	FEDERAL RESERVE BANK	1000 PEACHTREE ST N.E.	ATLANTA	GA	30309
011000028	STATE STREET BANK AND TRUST COMPANY	JAB2NW	N. QUINCY	MA	02171
011000138	BANK OF AMERICA, N.A.	8001 VILLA PARK DRIVE	HENRICO	VA	23228
011000206	BANK OF AMERICA N.A	PO BOX 27025	RICHMOND	VA	23261
011000390	BANK OF AMERICA N.A	PO BOX 27025	RICHMOND	VA	23261

Step	Action
5.	<p>A list of known routing numbers is available in the system.</p> <p>Click in the <b>begins with</b> field.</p> 

Step	Action
6.	Enter the desired information into the <b>begins with</b> field. For this example, enter part of the routing number, enter <b>121042</b> .
7.	Click the <b>Look Up</b> button. 

**UCPath** | Log out | Ask UCPath Center

BACK > SEARCH FILTERS

Bank ID  begins with

[LOOK UP](#) [ADVANCED LOOKUP](#)

Quick Filter

Bank ID	Bank Name	Address Line 1	City	State	Postal Code
<a href="#">121042222</a>	THE NORTHERN TRUST COMPANY	801 S CANAL ST	CHICAGO	IL	60607
<a href="#">121042484</a>	PACIFIC COAST BANKERS BANK	1676 N CALIFORNIA BLVD SUITE 300	WALNUT CREEK	CA	94596
<a href="#">121042882</a>	WELLS FARGO BANK NA	MAC N9301-041	MINNEAPOLIS	MN	55479

Edit profile | Log out

Step	Action
8.	In this example, find the Wells Fargo Bank. Click the <b>121042882</b> button. 

**UCPath** | Log out | Ask UCPath Center

CHANGE DIRECT DEPOSIT

Routing Number \*

Account Number

Retype Account Number

[View Check Example](#)

Account Type \*

Deposit Type \*

Amount or Percent

Deposit Order \*   
(Example: 1 = First Account Processed)

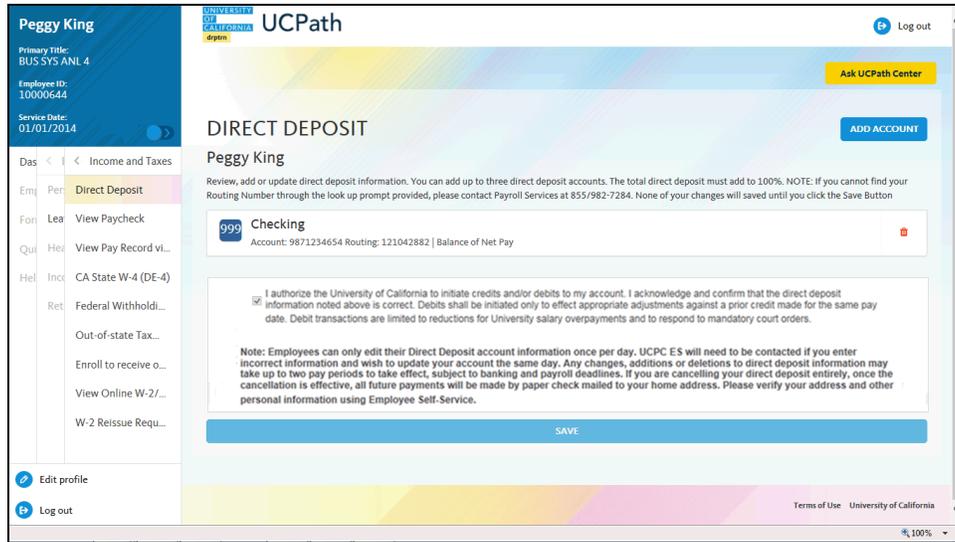
[RETURN TO DIRECT DEPOSIT](#)

Edit profile | Log out

Step	Action
9.	Click in the <b>Account Number</b> field. 
10.	Press <b>[Delete]</b> .
11.	Enter the new account number in the <b>Account Number</b> field. For this example, enter <b>9871234654</b> .
12.	Click in the <b>Retype Account Number</b> field.
13.	Re-enter your new account number in the <b>Retype Account Number</b> field. For this example, enter <b>9871234654</b> .
14.	If you are changing your account type, click the button to the right of the <b>Account Type</b> field and select a different account type.  In this example, the account type is not changing.
15.	Click the button to the right of the <b>Deposit Type</b> field. 
16.	Select one of the following options:  <b>Amount:</b> Use this option if you want to specify a fixed dollar amount to be deposited to the bank account.  <b>Balance of Net Pay:</b> Use this option if you want the remaining net pay amount (after all other deposit types have been distributed) deposited to the bank account.  <b>Percent:</b> Use this option if you want to specify a percentage of pay to be deposited to the bank account.  For this example, click the <b>Balance of Net Pay</b> list item.
17.	If you select the <b>Deposit Type</b> of either <b>Amount</b> or <b>Percent</b> , you must enter the appropriate value in the <b>Amount or Percent</b> field.
18.	The <b>Deposit Order</b> field indicates the order in which pay is distributed to bank accounts if you have multiple direct deposit accounts. The lower the number, the higher the priority. Balance of net pay accounts should have the highest deposit order of 999.

Step	Action
19.	Click the <b>Return to Direct Deposit</b> button.  <div style="text-align: center; border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> <b>RETURN TO DIRECT DEPOSIT</b> </div>

Step	Action
20.	You can add/update your direct deposit only once per day. Make all direct deposit changes, deletions and additions before you save.  Click the check box to allow UC to credit and/or debit your account(s).  <input type="checkbox"/>



Step	Action
21.	Click the <b>Save</b> button.
22.	You have updated your direct deposit information in the UCPath Portal. <b>End of Procedure.</b>