

Updating Direct Deposit

Step 1 Visit <http://myohio.gov>. Enter your User ID and Password and click **Sign In**.
For User ID and Password assistance please contact 1-800-409-1205.



Step 2 Move your cursor over the **Time & Money** tab in the top toolbar after logging in.
Select **Direct Deposit** from the drop-down list.



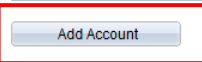
To change existing account information click **Edit**.
Step 3 To add an account, click **Add Account**.
Note: To view account details click the desired account in the **Account Type** column.

Direct Deposit

Mark Smith

Review, add or update your direct deposit information.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	
Checking	044000024	*****3136	Balance		999	Edit



Enter your account information.
Step 4 Note: Click **View check example** for check details (ex: routing and account number). Fields with an asterisk * are required.
When the information is complete click **Submit**.

Direct Deposit

Add Direct Deposit

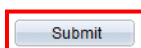
Mark Smith

Your Bank Information

Routing Number: [View check example](#) Huntington National Bks

Distribution Instructions

Account Number: Reenter Account Num
 *Account Type:
 *Deposit Type:
 Amount or Percent:
 *Deposit Order: (Example: 1 = First Account Processed)



Travelers, please note that any expense reimbursement will be to your "Balance" account.

DEFINITION OF FIELDS:

Routing Number: The first nine digits that appear across the bottom of a personal check; they identify the financial institution.

Account Number: Number specific to your account that directs funds into a specific account.

Account Type: Refers to either a checking or savings account.

Deposit Type: Is the specific dollar amount, percentage of your net pay or remaining balance amount to be paid to this account.

Amount/Percent: The whole dollar amount or percentage of a dollar amount to be deposited into the account.

Deposit Order: The order in which the depositing of funds into the account will be processed. Example, "1" indicates this account will be paid first with the specified amount or percentage.

Direct Deposit

Add Direct Deposit

Mark Smith

Your Bank Information

Routing Number: [input field]

[View check example](#)

Distribution Instructions

Account Number: [input field] Reenter Account Num [input field]

*Account Type: [dropdown menu]

*Deposit Type: [dropdown menu]

Amount or Percent: [input field]

*Deposit Order: [checkbox] (Example: 1 = First Account Processed)

Submit

* Required Field

[Return to Direct Deposit](#)

Note: To remove an account, click Delete.

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order		
Savings	044000024	*****3199	Amount	\$50.00	2	Edit	Delete
Checking	044000024	*****3136	Balance		999	Edit	

Confirm the deletion of the account by clicking the appropriate button displayed:

Direct Deposit

Delete Confirmation



Are you sure you want to delete this Deposit Account *****3199?

Yes - Delete

No - Do Not Delete

An email confirming you have submitted a change will be sent to your email on file.