How to Comlete a Direct Deposit Authorization Form in the Employee Portal

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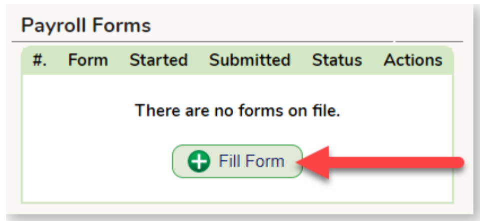
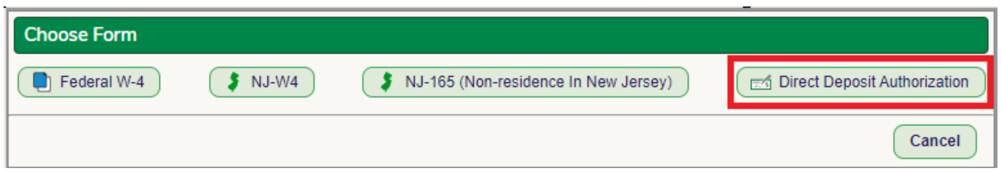
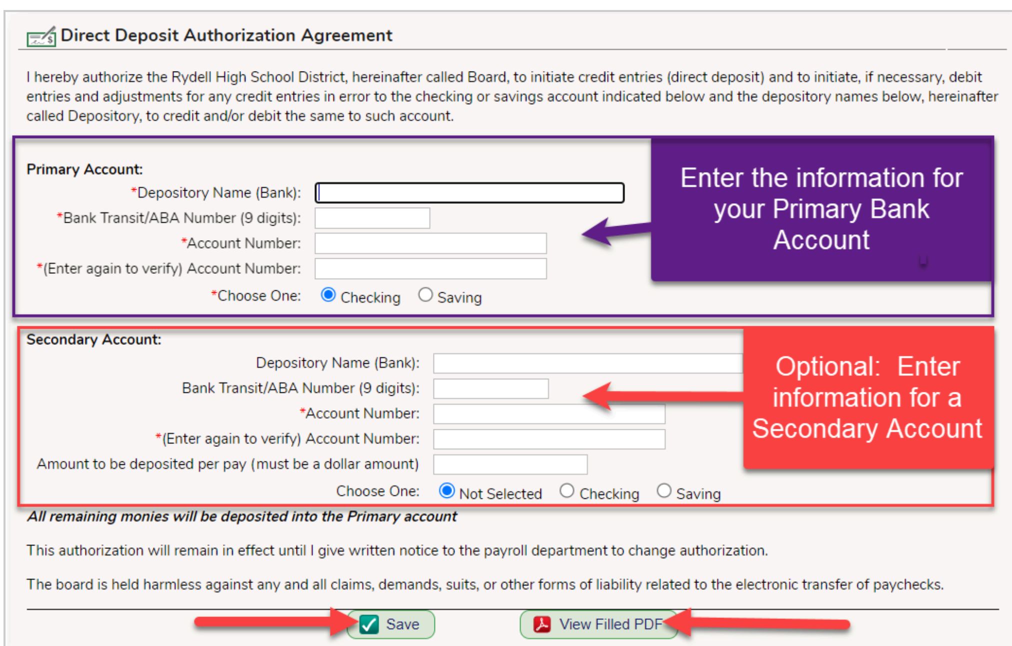
When you log into the Employee Portal, go to the **Payroll** tab. Click on the **Forms** button. You will be brought to the following tab, click on **Fill Form** button.



Click on the **Direct Deposit Authorization** Button





Enter your information and click the **Save** button. Once you have saved, click the **View Filled PDF** Form to review the completed form.

To attach a copy of a check(s), you can either click the **Choose File** button or drag and drop the files to the designated area. Then, Sign and Submit your form.