

Add, Update, or Remove Personal Payment Method-Direct Deposit

Last Updated: 09/06/2024
05:06 AM

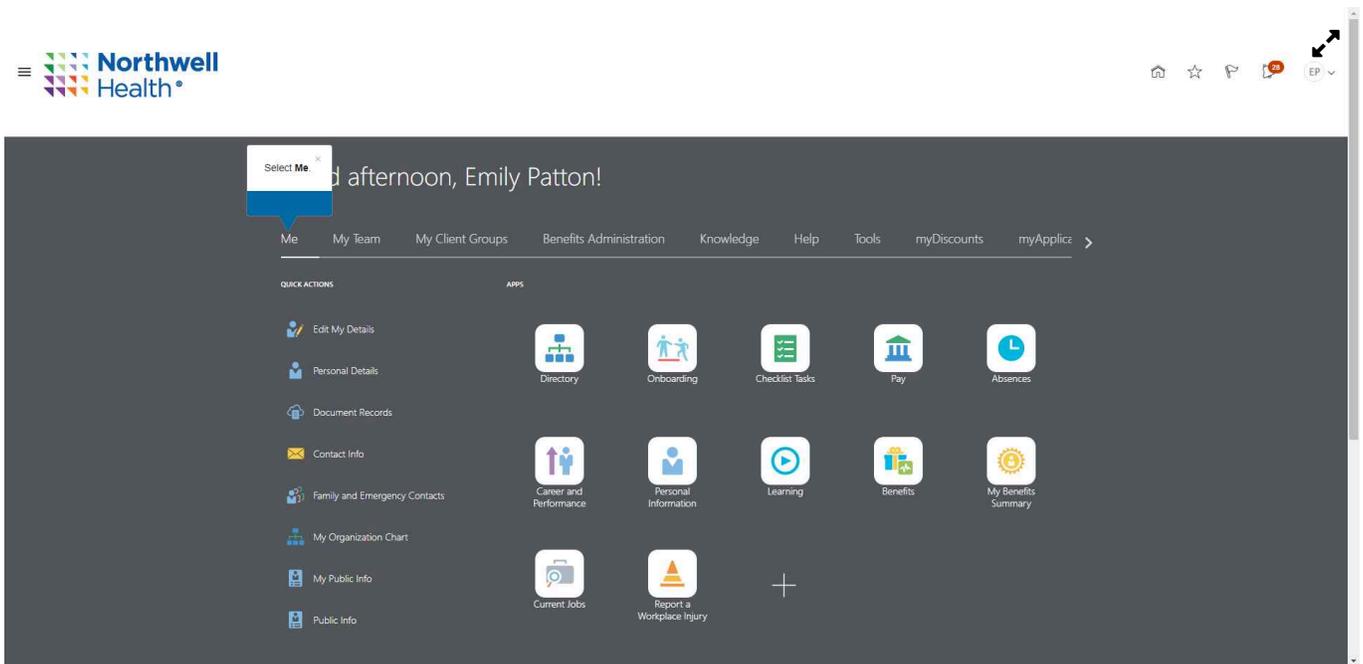
STEP 1

Click the [video](#) below for a guide on how to update your direct deposit. For step-by-step guidance through myExperience, click next in the bottom right of this window.

How to Update your Direct Deposit - myExperience

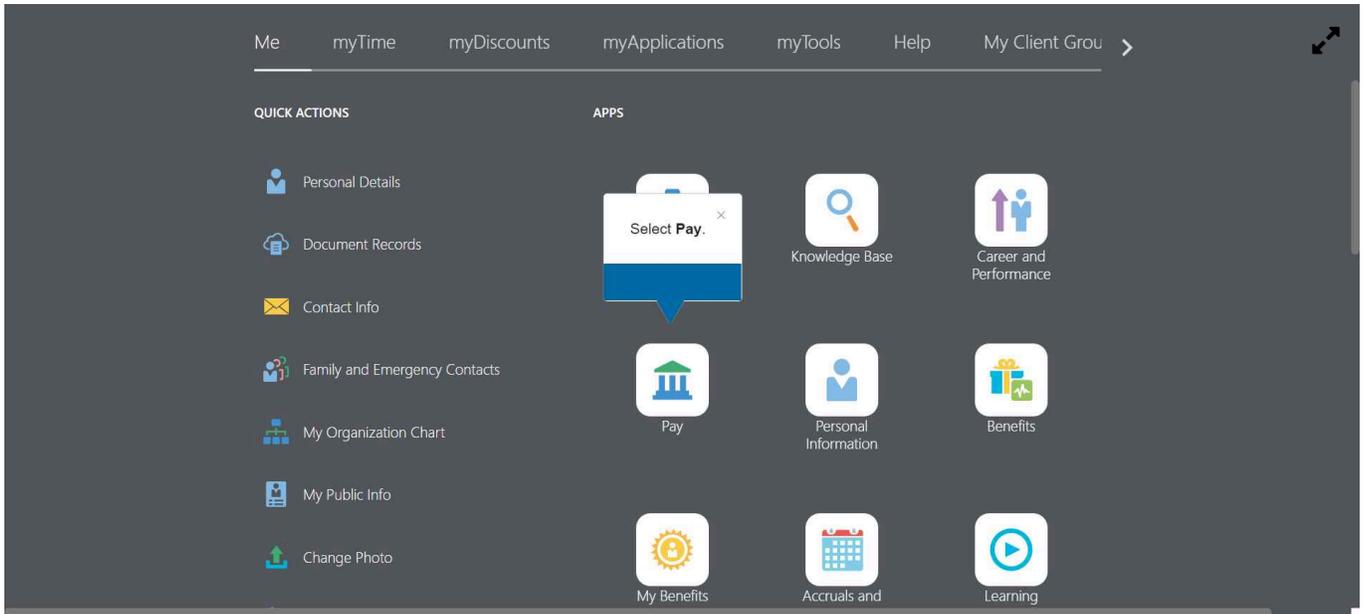


STEP 2



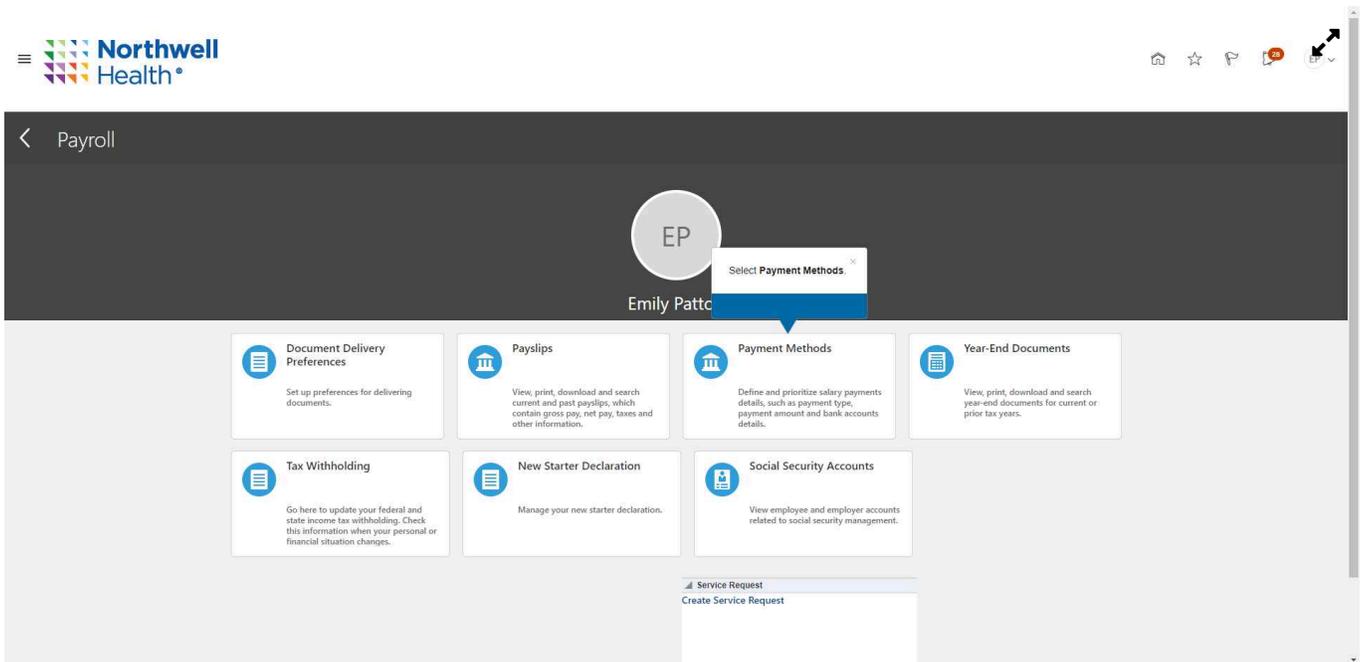
Select Me.

STEP 3



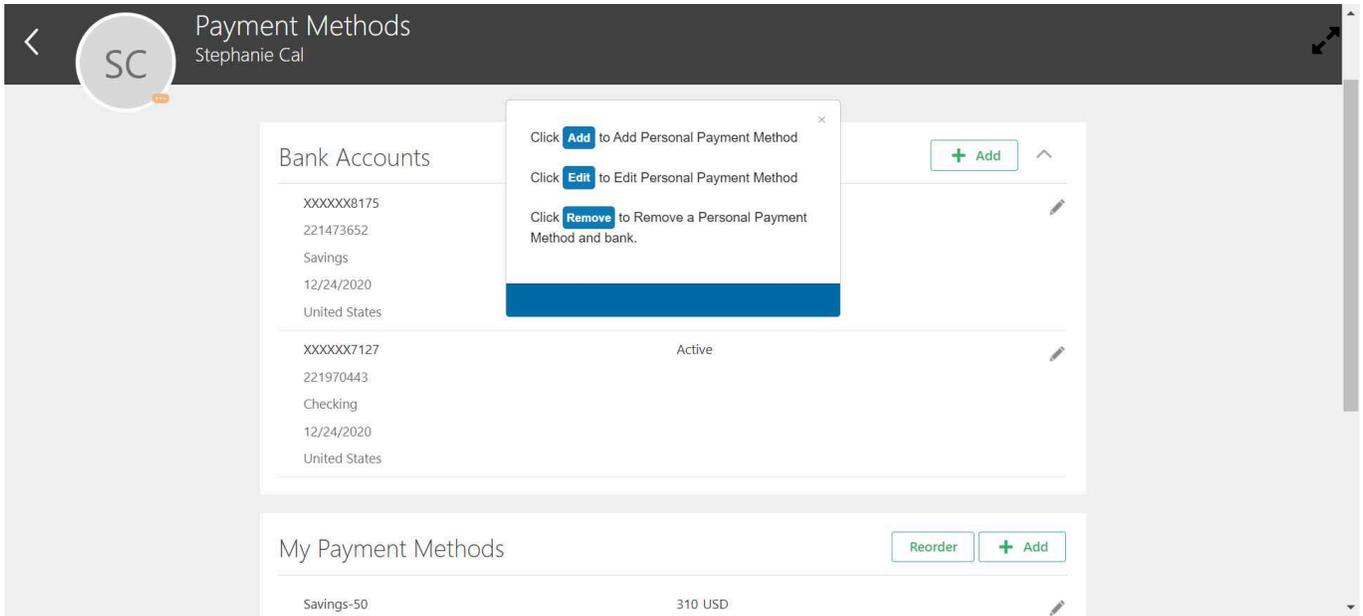
Select Pay.

STEP 4



Select Payment Methods.

STEP 5

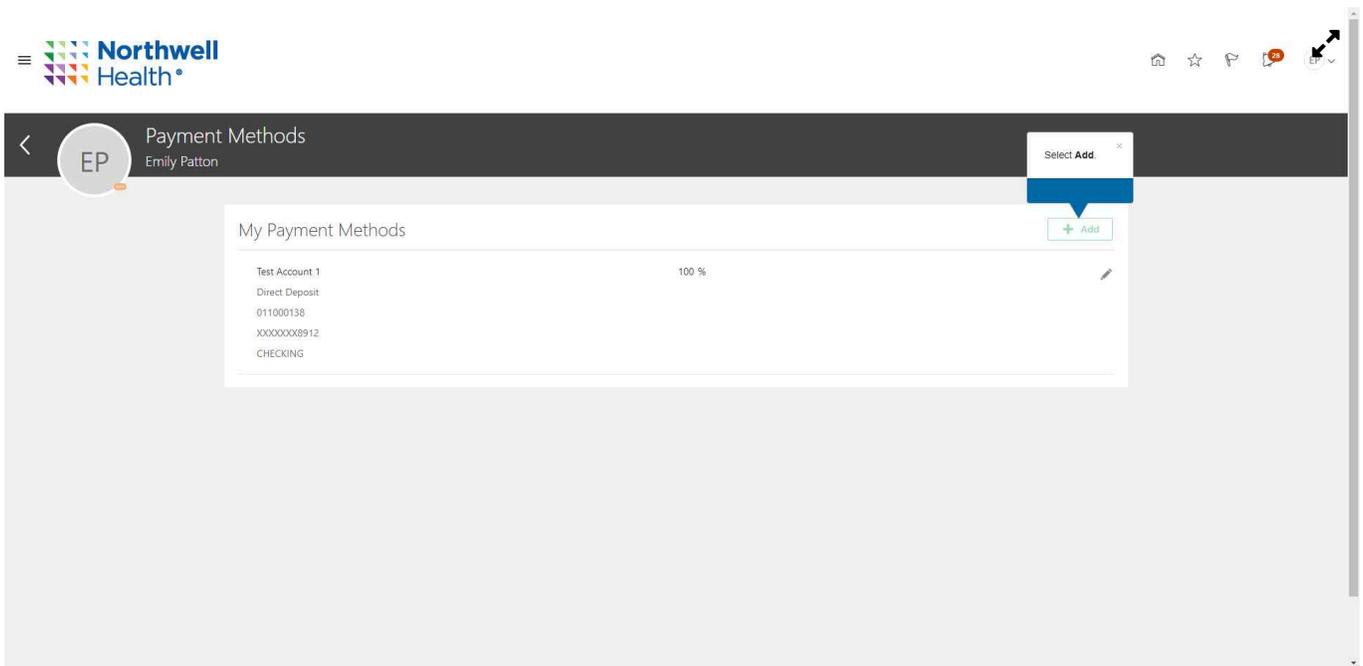


Click Add to Add Personal Payment Method

Click Edit to Edit Personal Payment Method

Click Remove to to Remove bank accounts and personal payment methods

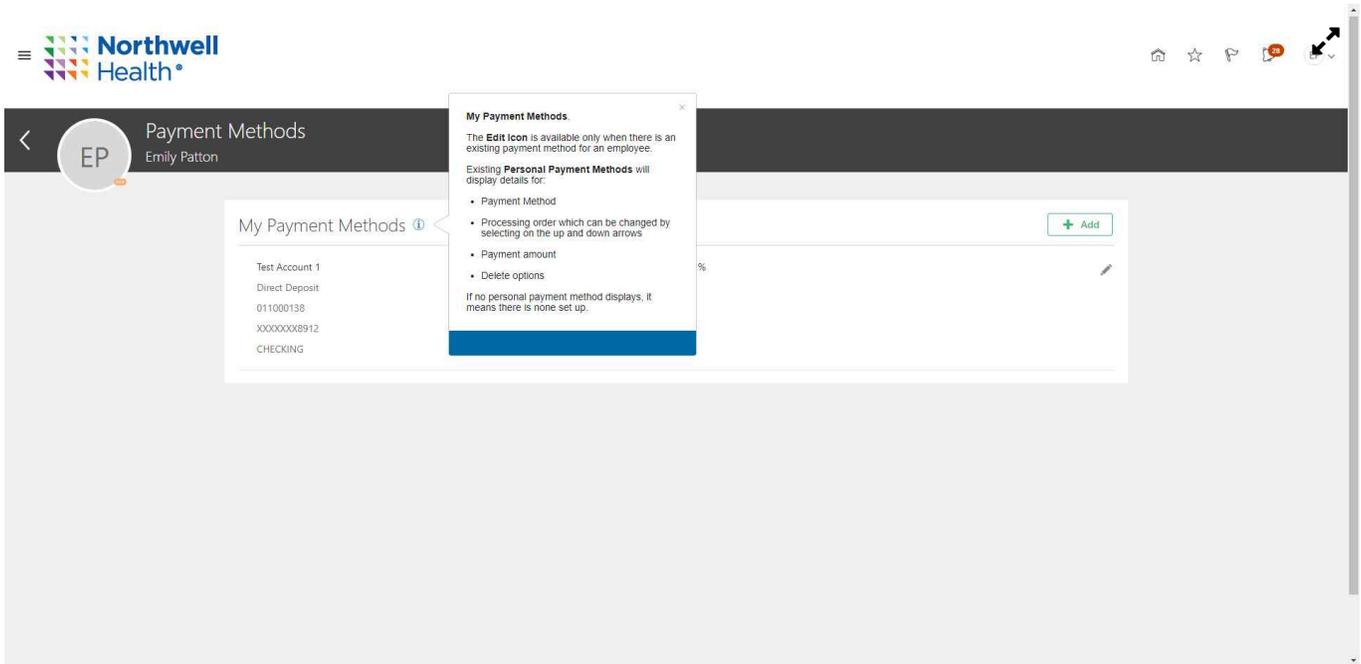
STEP 6



Select Add.

STEP 7

Click reorder to prioritize your direct deposit accounts. The account labeled as **remaining** is where the reminder of your balance will be sent after percent or amount allocations are identified.

STEP 8**My Payment Methods.**

The **Edit Icon** is available only when there is an existing payment method for an employee.

Existing **Personal Payment Methods** will display details for:

- Payment Method
- Processing order which can be changed by selecting on the up and down arrows
- Payment amount
- Delete options

If no personal payment method displays, it means there is none set up.

STEP 9

Payment Methods
Stephanie Cal

Bank Branch

*Routing Number

XXXXXX7556 226077079 Savings 03/04/2021	Active
XX3445 272483633 Checking 12/18/2020	Active
XXXX2222 325272021 Checking 12/17/2020	Active

Load More Items 1-3 of 11 Items

My Payment Methods

GLS-TEST Direct Deposit 221473652 XXXXXX8175 Savings	10 %
Test677 Direct Deposit	100 USD

Enter the bank account information below, then select **Save**.

STEP 10

Northwell Health

Payment Methods
Stephanie Cal

Bank Accounts

XXXXXX7556 226077079 Savings 03/04/2021	Active
XX3445 272483633 Checking 12/18/2020	Active
XXXX2222 325272021 Checking 12/17/2020	Active

Load More

My Payment Methods

GLS-TEST Direct Deposit 221473652	10 %
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Select Add

Select **Add**.

STEP 11

The screenshot shows a user interface for managing payment methods. An error dialog box is displayed in the foreground, listing validation errors: 'What do you want to call this payment method?' (You must enter a value), 'Payment Amount' (You must enter a value), and 'Bank Account' (You must make at least one selection). In the background, the 'My Payment Methods' form is partially visible, showing a 'Direct Deposit' payment type, a '10 %' payment amount, and a 'Bank Account' dropdown menu. A blue callout box points to the 'Save' button on the form.

Enter Payment Method details, then select **Save**.

STEP 12

This completes the guide.