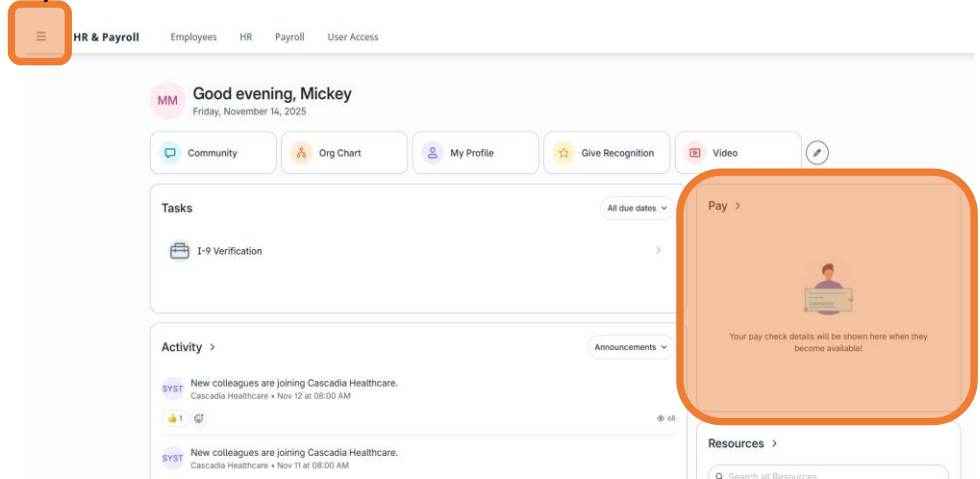




Update Direct Deposit

1. Log in to **Paylocity**
 - *Login.paylocity.com*



2. Select **Home** from the Main Menu (*Top Left Corner*) 

3. Select **Pay** tile

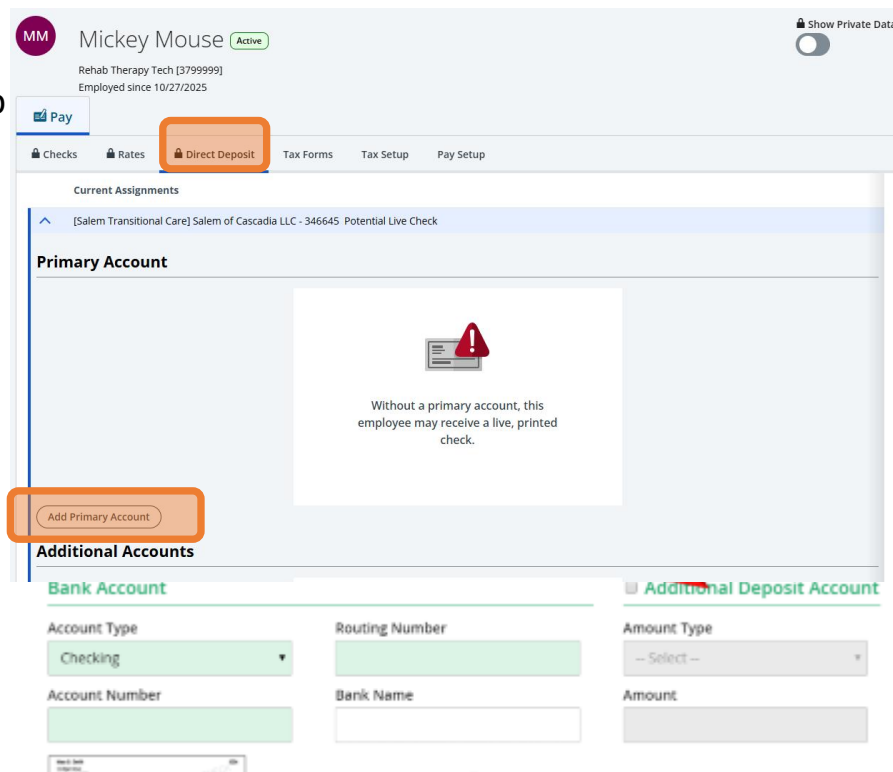
4. Select **Direct Deposit** tab

5. Add **Primary Account**

6. Complete all required fields to update your **Personal Banking Information**

7. **Save**

Add **Additional Accounts** if desired



Primary Account

Without a primary account, this employee may receive a live, printed check.

Additional Accounts

Bank Account

Account Type:

Routing Number:

Account Number:

Bank Name:

Additional Deposit Account

Amount Type:

Amount: