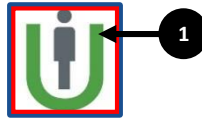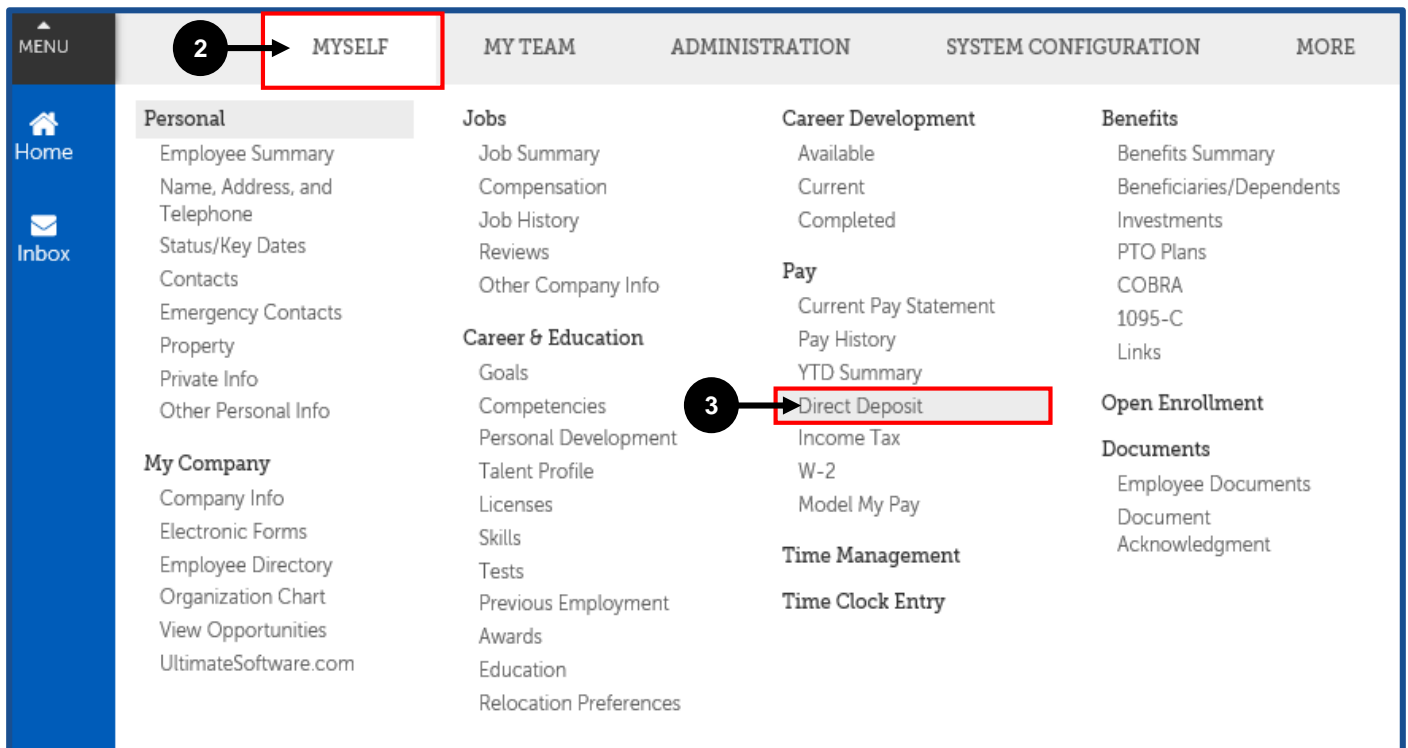# UltiPro: Direct Deposit Job Aid

This job aid is intended for NSM employees to utilize when enrolling in direct deposit in UltiPro.
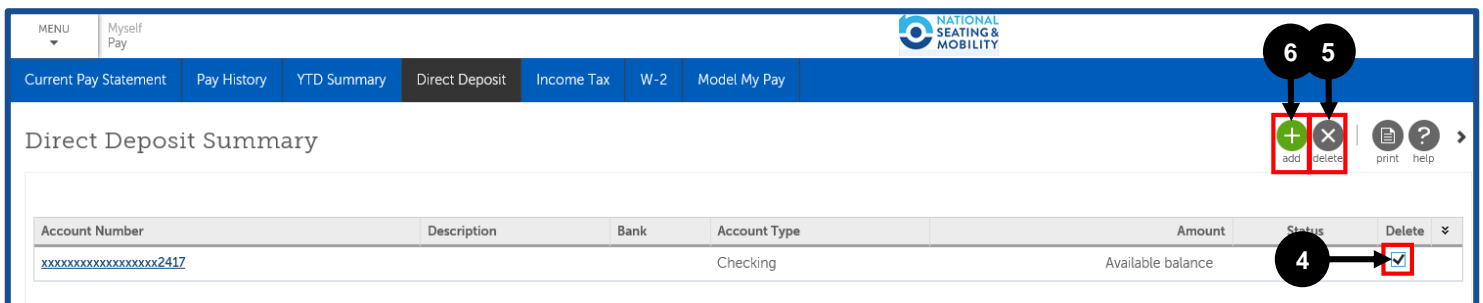
1. Click the UItiPro icon on your desktop.

2. Choose **Myself** from the Main Menu.

3. Choose **Direct Deposit** from the Pay category.

4. Check the delete box if you desire to remove the account listed.

5. Click **Delete**.

6. To add a new account, click **Add**.

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7. Enter the **Bank Name**.

8. Enter the account **Routing number**.

9. Enter the **Account number**.

10. Select the **Account type** (checking, debit card or savings) from the Account type drop-down menu.

11. To enter a specific dollar amount, select **Flat Amount** and enter the desired dollar amount to be direct deposited.

12. To enter a specific percentage amount, select **Percent amount** and enter the desired percentage to be direct deposited.

13. To direct deposit to multiple accounts, select **Available** to deposit the remainder of pay to this account.

14. Click **Save**.