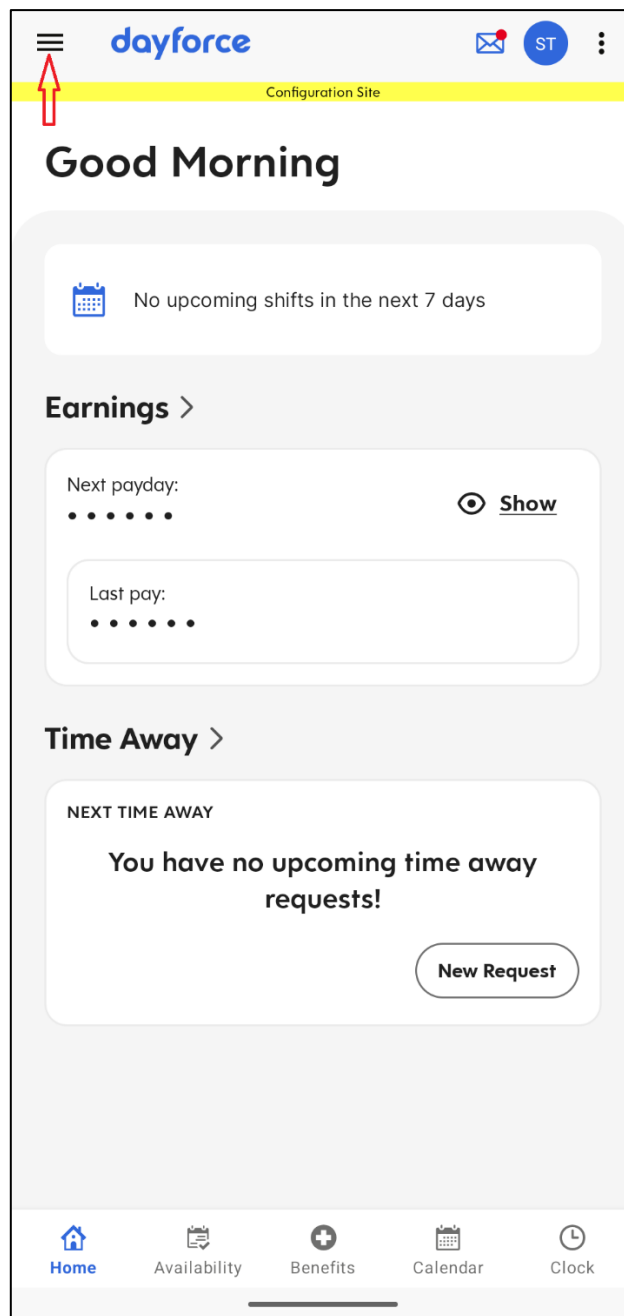
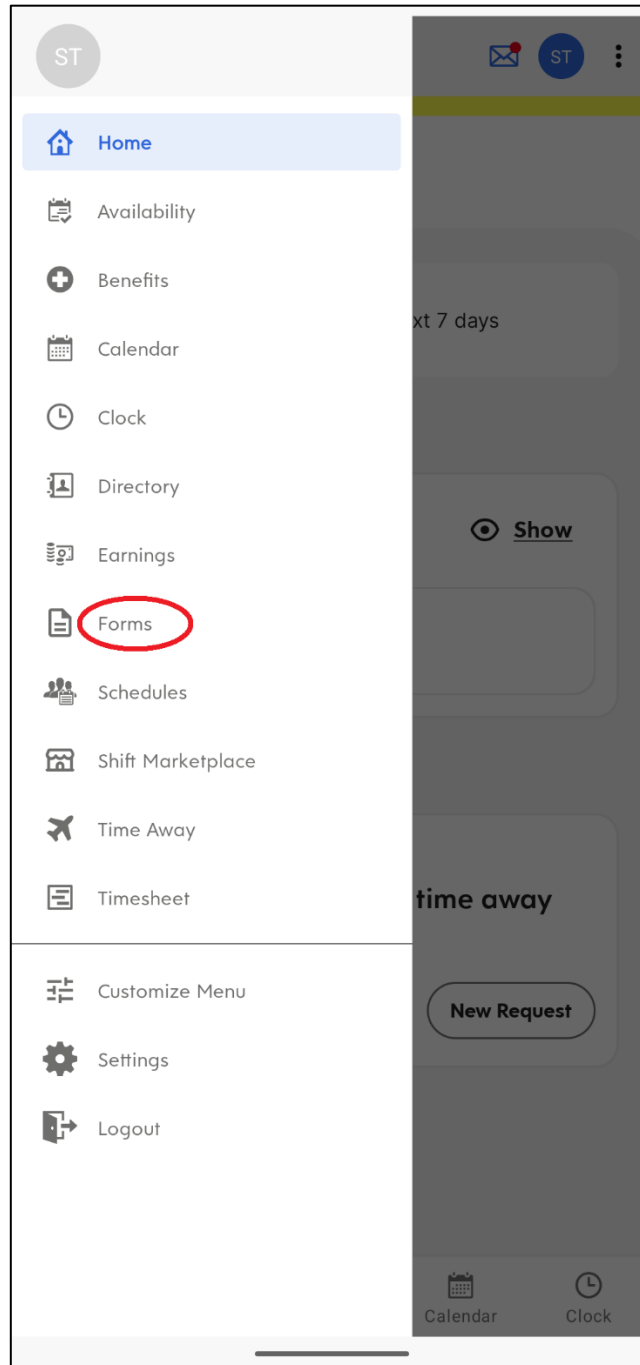


Quick Guide: Updating your Banking Information (Android)

1. Click on the menu icon in the top left corner of the screen.




2. Select Forms from the drop-down menu.



3. Select the Direct Deposit Form.

×

Forms


✓ **My Form Submissions** 

Search Forms


Search **Reset**


12 Results


^ **Benefits (1)**


 **Current Dependent Information**


^ **Personal (9)**


 ***Confidential Identification Collection**


 ***Confidential Information (CAN)**


 **Address**


 **Contact Details**

 **Direct Deposit**


 **Emergency Contacts**


 **Life Event Declaration**

 **Name and Marital Status**

 **Name and Marital Status Change**

^ **Tax forms (2)**

 **Federal TD1 - 2026**

 **Province/State Tax Form**

4. Any existing banking information will appear and can be modified. Select +Add button to add a new entry.

×

Direct Deposit

Smith, Tom
Status: Active Employee Number: 111111

This is your current direct deposit information. Adding or modifying accounts will change where your pay will be deposited.

Pay will be added to your accounts based on the priority you set. Any pay remaining will be deposited into your remainder account. An amount is required for all accounts except your remainder account.

+ Add × Remove ^ Move Up v Move Down

Priority ▲	Branch N...	Financial ...	Account ...	Deposit T...	Allocation
------------	-------------	---------------	-------------	--------------	------------

Comment

Add comment to the employee's file.

Save Draft Submit Cancel

^ Tax forms (2)

- Federal TD1 - 2026
- Province/State Tax Form

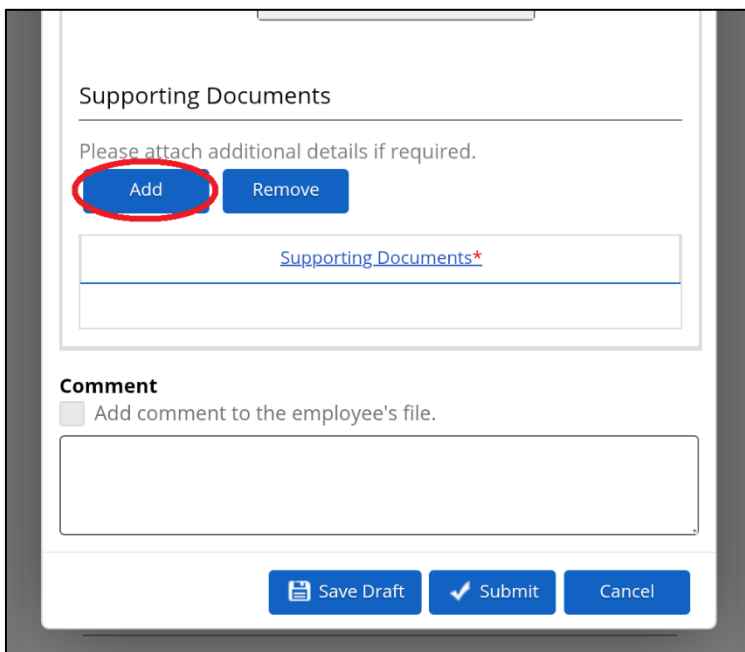
5. a) Update the required information in the fields provided, including the institution number, branch number, financial institution number, and account number. Click on “sample check image” to help locate the information.

5. b) A sample check image will appear for viewing. Click OK to close.

5. c) Select the Deposit type. Select this Remainder/Full Amount if you would like your full pay to be deposited into a single account.

5. d) You may select Monetary Amount if you would like a specific amount to be deposited into a secondary account. Enter the desired amount in the field provided. This amount will be deposited in the secondary account listed. *Please note that all accounts must be under your name.*

6. Click on the Add button to attach any supporting documents including a void cheque or banking information under your name. Ensure that the information entered in the form matches the supporting documents. When finished, click Submit to save your changes.



Supporting Documents

Please attach additional details if required.

Add **Remove**

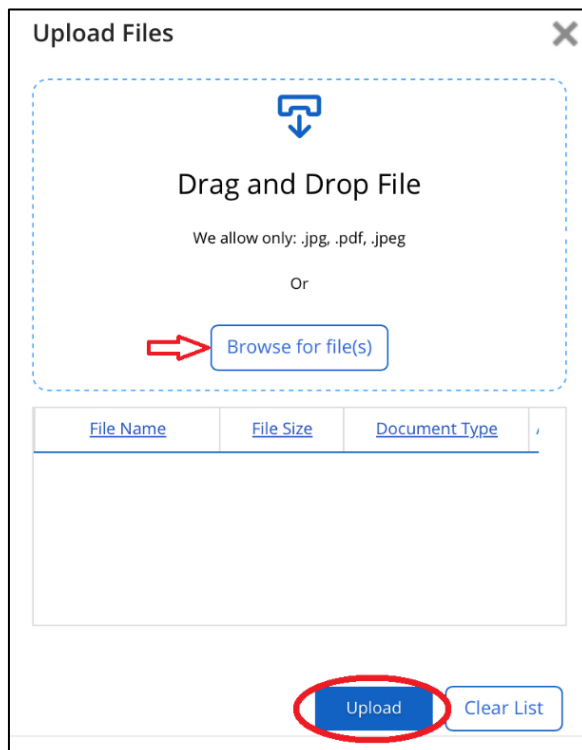
[Supporting Documents*](#)

Comment

Add comment to the employee's file.

Save Draft **Submit** **Cancel**

7. Click Browse for Files to locate a document. Click Upload to attach the file.



Upload Files

Drag and Drop File

We allow only: .jpg, .pdf, .jpeg

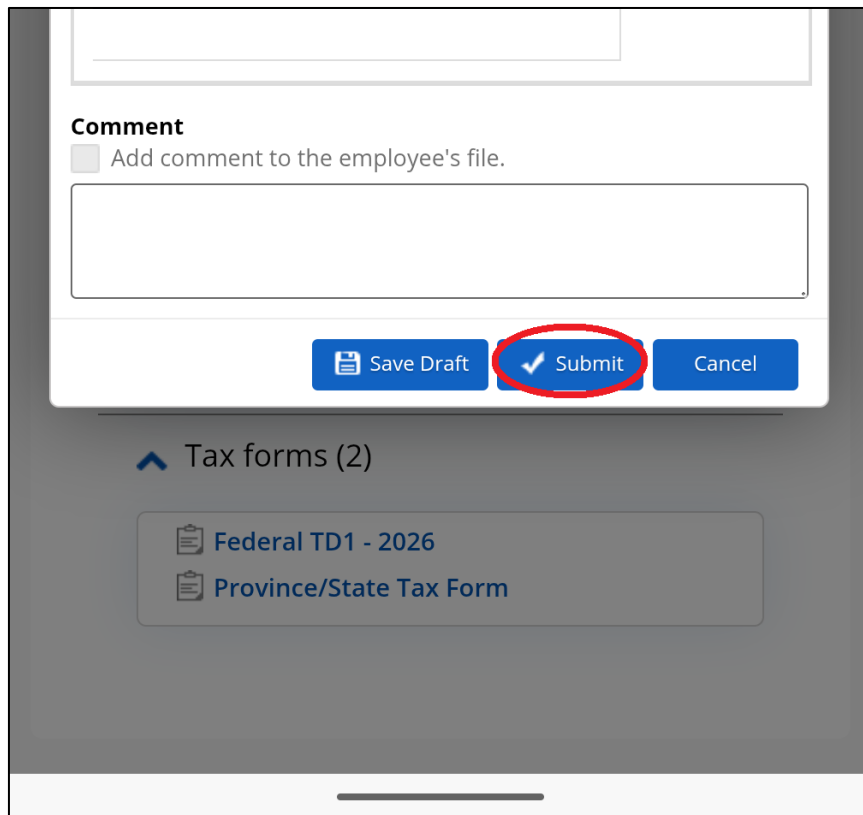
Or

Browse for file(s)

File Name	File Size	Document Type
-----------	-----------	---------------

Upload **Clear List**

8. Include any comments to be added to the employee's file if needed. Review and click Submit at the bottom of the form. You have successfully updated your banking information.



Comment

Add comment to the employee's file.

^ Tax forms (2)

- Federal TD1 - 2026
- Province/State Tax Form