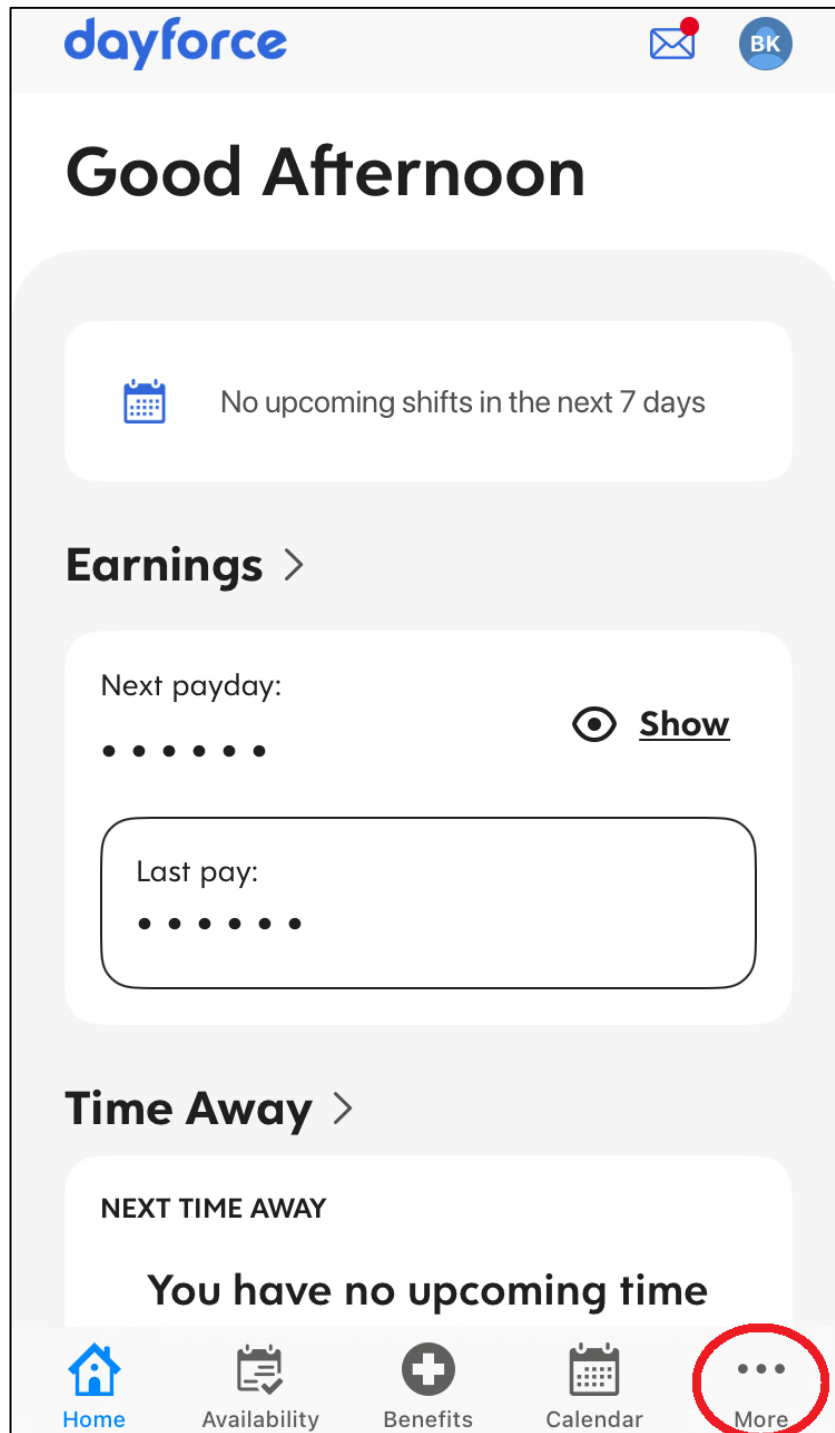
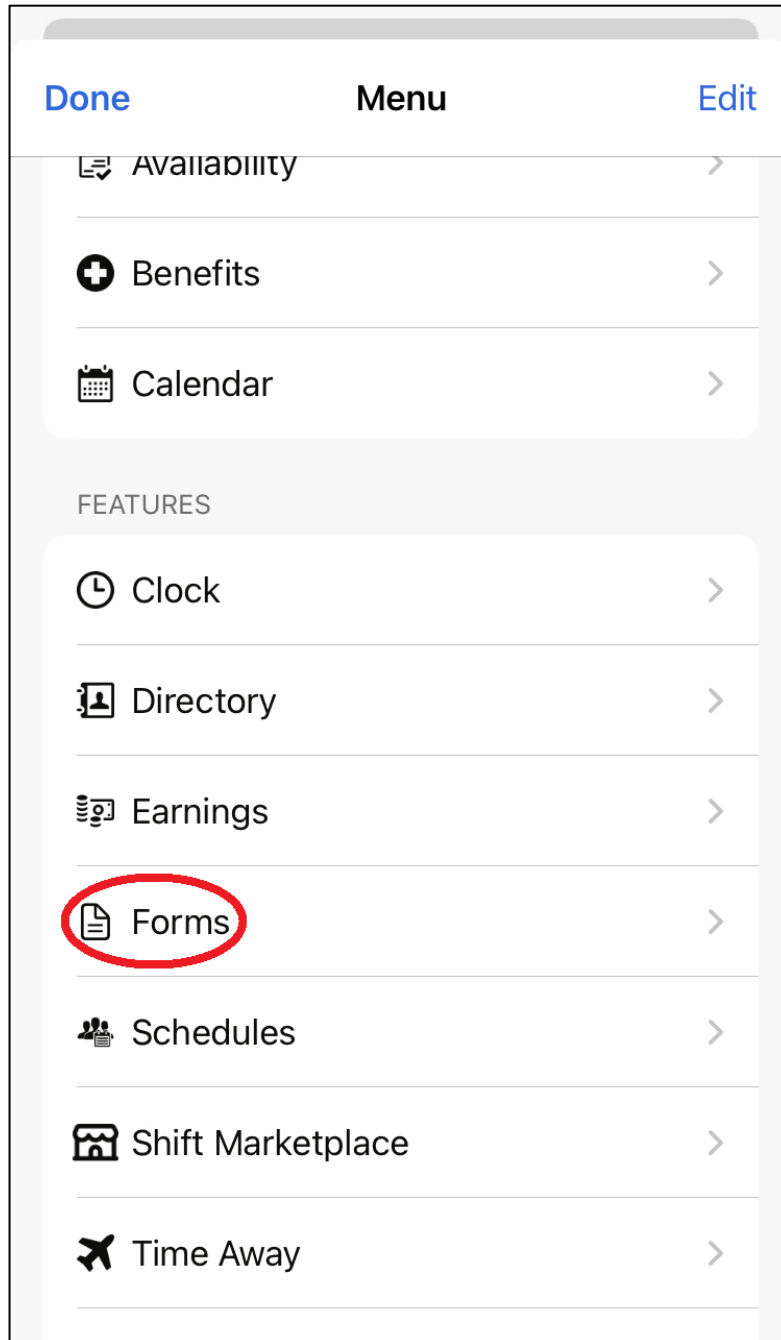


## Quick Guide: Updating your Banking Information (iOS)

1. From the main screen of your app, tap on More from the bottom menu.




2. Select Forms from the menu.




3. Select Direct Deposit form.

## Forms









▼ My Form Submissions 






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](#)

 Home  Availability  Benefits  Calendar  More

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

### Forms

✕

#### 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
⬇ Move Down

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

#### Comment

Add comment to the employee's file.

Save Draft

Submit

Cancel

Home

Availability

Benefits

Calendar

More

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.

**Direct Deposit**

+ Add   
 × Remove   
 ▲ Move Up   
 ▼ Move Down

Priority	Branch Number*	Financial Institution	Account Number*	De
1				

Priority: 1

Institution Number\*

Account Number\*

Branch Number\*

Reenter Account Number

Financial Institution

[Sample check image](#)

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

YOUR NAME  
123 ANY STREET  
ANY TOWN, PROVINCE  
A1A 1A1

PAY TO THE ORDER OF \_\_\_\_\_

---

1  
00 1

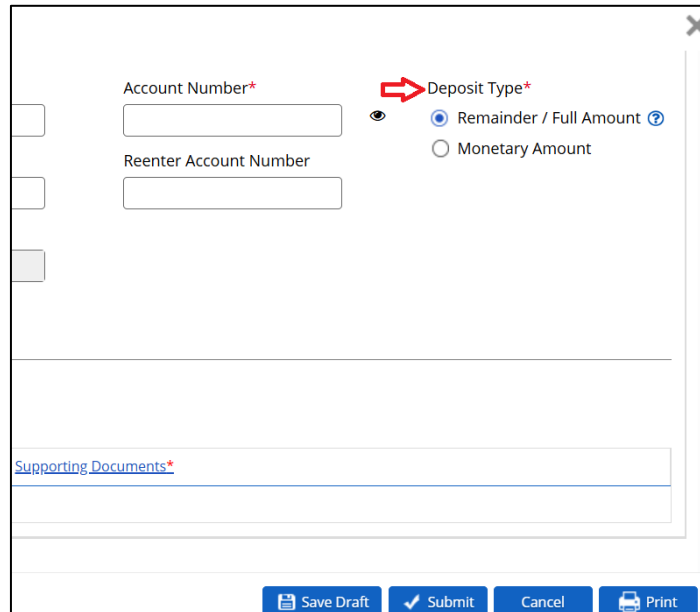
2  
1 2 3 4 5

3  
6 7 8

4  
1 2 3 4 5 6 7

- 1 Check Number
- 2 Branch Number
- 3 Institution Number
- 4 Account Number

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.



Account Number\*

Reenter Account Number

Deposit Type\*

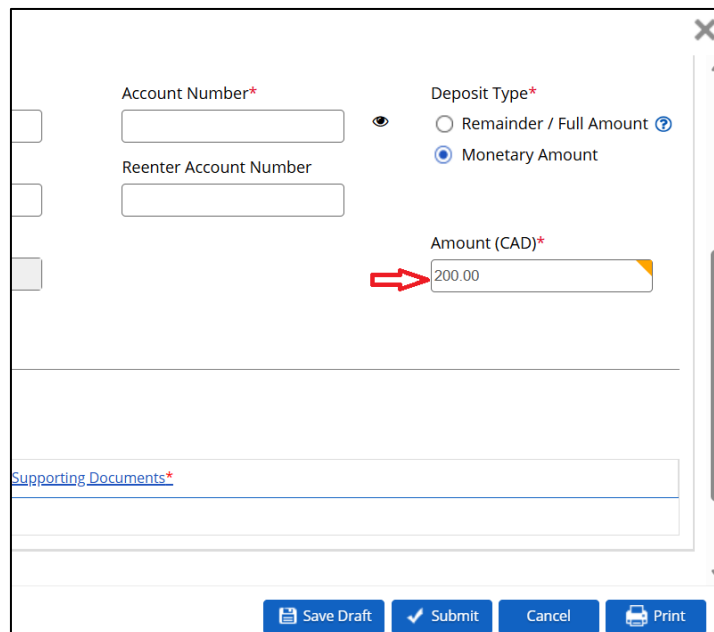
Remainder / Full Amount ?

Monetary Amount

Supporting Documents\*

Save Draft Submit Cancel Print

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.*



Account Number\*

Reenter Account Number

Deposit Type\*

Remainder / Full Amount ?

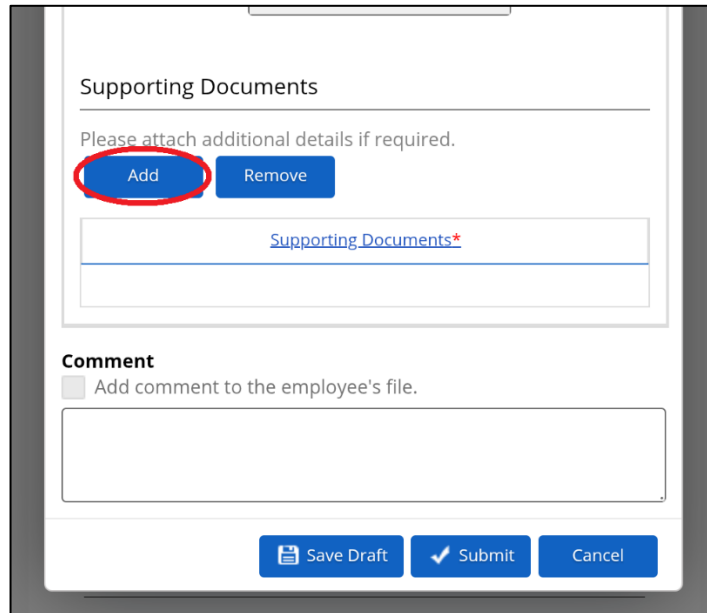
Monetary Amount

Amount (CAD)\*

Supporting Documents\*

Save Draft Submit Cancel Print

- 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**

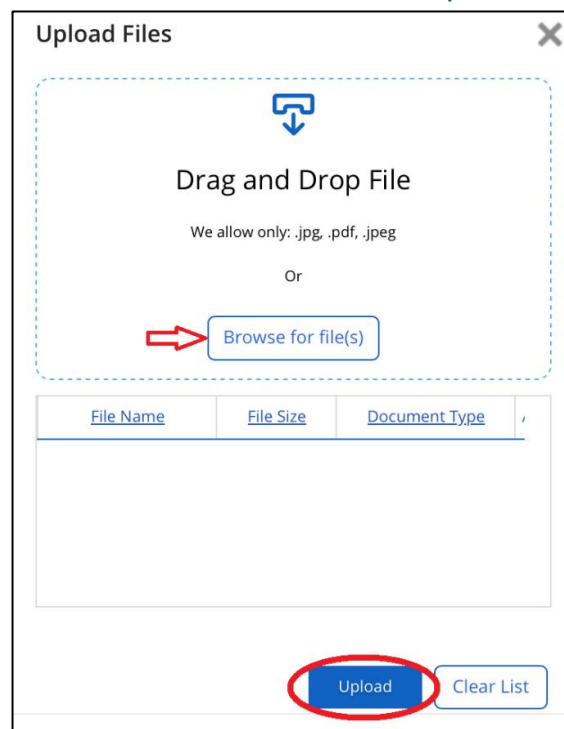
[Supporting Documents\\*](#)

**Comment**

Add comment to the employee's file.

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

- 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

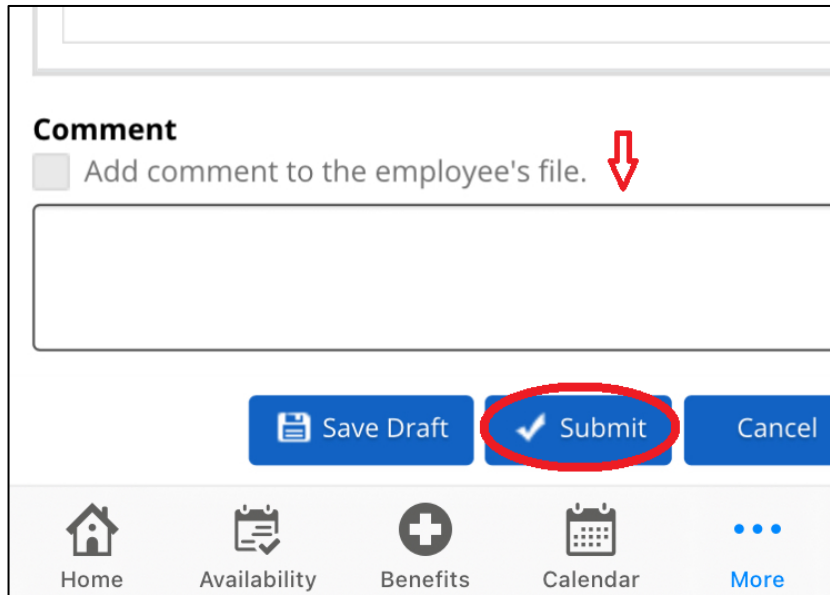
Or

**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. ↓

[Save Draft](#) [Submit](#) [Cancel](#)

[Home](#) [Availability](#) [Benefits](#) [Calendar](#) [More](#)