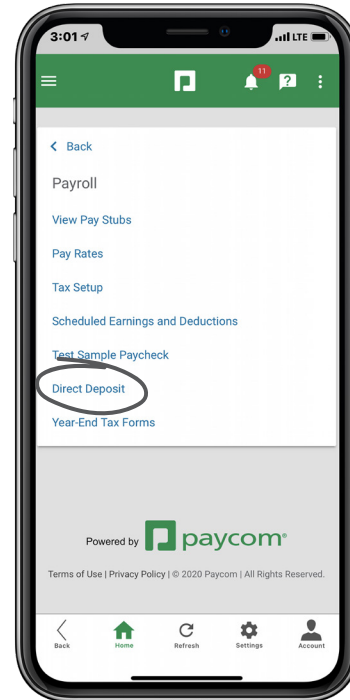# SHOW ME HOW

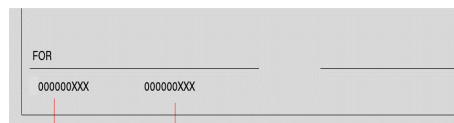## to Update My Direct Deposit Details
Payroll

STEP 1
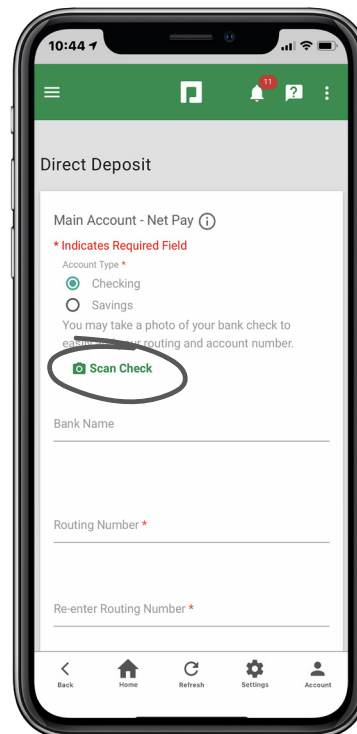
Log in to the Paycom app.
Navigate to Payroll >
Direct Deposit.

STEP 2

Choose your Account Type and
either enter your Bank Name,
Routing Number and Account
Number manually or click "Scan
Check."

FOR

000000XXX   000000XXX

Routing Number   Account Number

All Routing numbers will be nine digits.
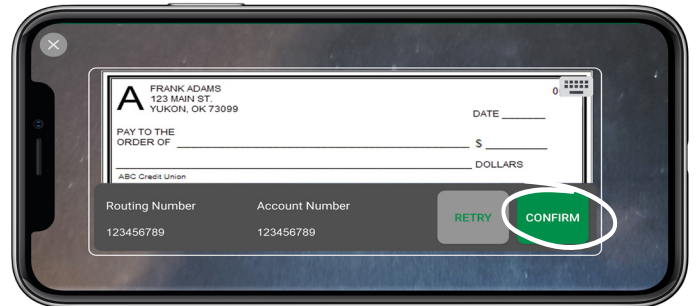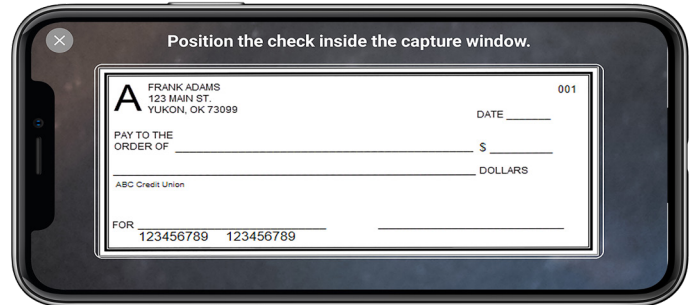
EMPLOYEES

paycom®

SHOW ME HOW

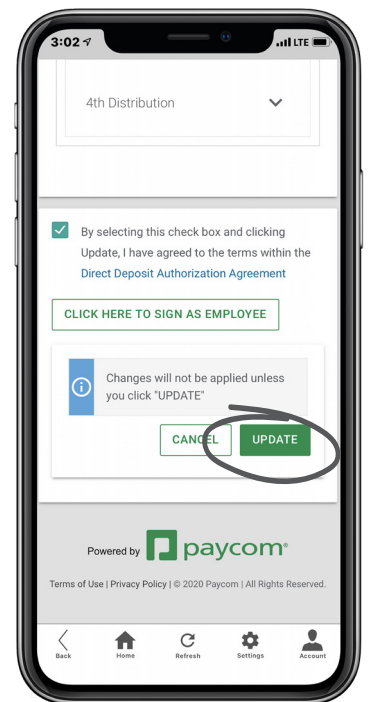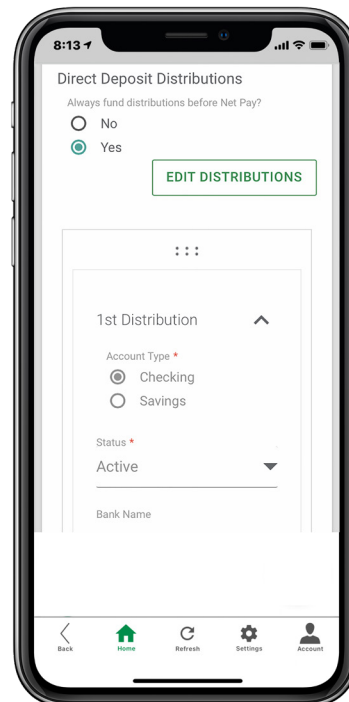## to Update My Direct Deposit Details
Payroll

STEP 3

Position the check in the capture window. When you're ready, click "Confirm" and the Routing Number and Account Number will display automatically.

Position the check inside the capture window.

FRANK ADAMS
123 MAIN ST.
YUKON, OK 73099

001

DATE _____

PAY TO THE
ORDER OF _____ $ _____

_____ DOLLARS

ABC Credit Union

FOR _____ _____

123456789   123456789

FRANK ADAMS
123 MAIN ST.
YUKON, OK 73099

DATE _____

PAY TO THE
ORDER OF _____ $ _____

DOLLARS

ABC Credit Union

Routing Number	Account Number		
123456789	123456789	RETRY	CONFIRM

STEP 4

Add any additional bank accounts under the Distribution sections. Once all changes are complete, click the checkbox to agree to the terms and conditions and click "Update."

8:13

Direct Deposit Distributions

Always fund distributions before Net Pay?

○ No
◉ Yes

EDIT DISTRIBUTIONS

: : :

1st Distribution ∧

Account Type *
◉ Checking
○ Savings

Status *
Active ▾

Bank Name

Back   Home   Refresh   Settings   Account

3:02

4th Distribution ∨

☑ By selecting this check box and clicking Update, I have agreed to the terms within the **Direct Deposit Authorization Agreement**

CLICK HERE TO SIGN AS EMPLOYEE

ⓘ Changes will not be applied unless you click "UPDATE"

CANCEL   UPDATE

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Back   Home   Refresh   Settings   Account

EMPLOYEES

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