Direct Deposit Step-by-Step Guide

How to Enroll or Edit Your Direct Deposit

1) **Sign into your IDES account.**
   a. If you don't have an ILogin account, follow the steps to create your account. Then, sign in.
   b. If you already have an ILogin account, follow the steps to sign in.

2) Once you are logged into your benefits page, **hover over the Individual Home tab and select "Enroll in Direct Deposit/Edit My Direct Deposit."**
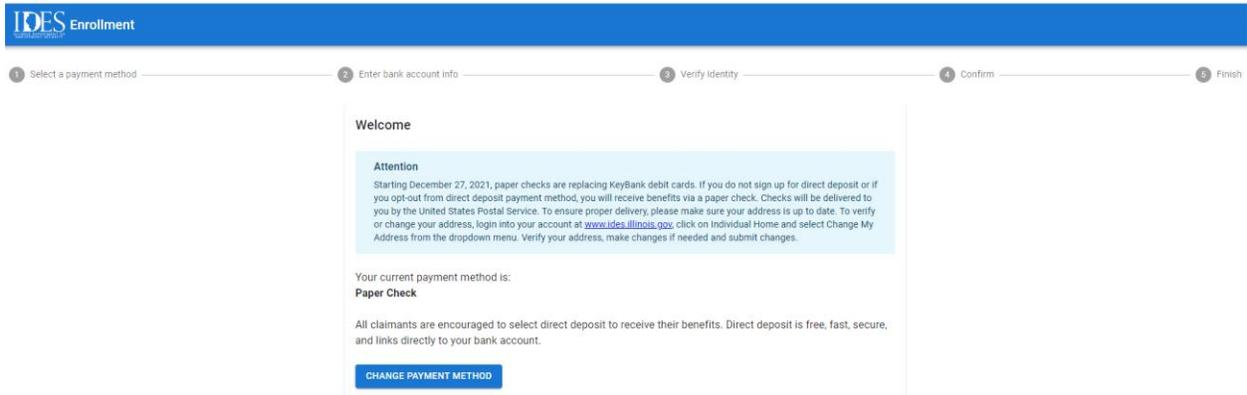

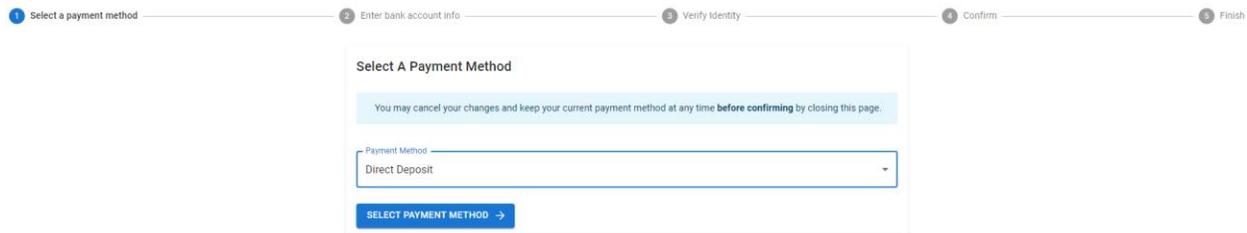3) You will see the Direct Deposit Security Questions page. **Enter all fields correctly** and **click CONTINUE**.

4) You will see the Enroll in Direct Deposit/Edit My Direct Deposit page. **Click CONTINUE again.**

5) You will be redirected to an external website, NoCheck.com. Select "Change Payment Method".

6) Select the dropdown and chose Direct Deposit.

7) Enter the following information. The bank name should automatically populate.

Select a payment method ——— 2 Enter bank account info ——— 3 Verify Identity

Direct Deposit

Name on Account

Account Type
◉ Checking ○ Savings

Account Number

Repeat Account Number

Routing Number

Bank Name

CONTINUE →

8) Verify your identity by entering your Driver's License Number or State ID.

Select a payment method ——— Enter bank account info ——— 3 Verify Identity

Verify

To verify your identity, please enter the requested information below.

Drivers License Number

VERIFY →

9) You will be asked to review and confirm the information entered. If changes need to be made you will click EDIT, if not, click CONFIRM.

10) After clicking "Confirm" above, you will have successfully switch payment method from Paper Check to Direct Deposit.