

# 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."**



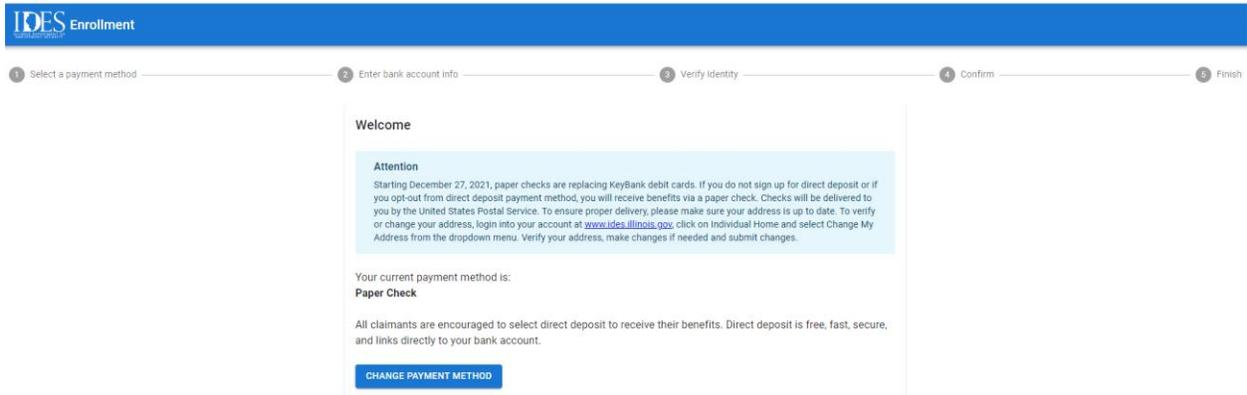
- 3) You will see the Direct Deposit Security Questions page. **Enter all fields correctly and click CONTINUE.**

The screenshot shows the 'Direct Deposit Security Questions' page. The page title is 'Direct Deposit Security Questions'. Below the title, there is a message: 'To enroll or update your direct deposit details, complete the required fields below. The answers must match with those you created at the time of registration.' Below this message, there is a note: 'Asterisk (\*) indicates a required field'. The form contains five input fields, each with a red asterisk indicating it is required: 'Social Security Number', 'Date of Birth', 'Driver's License/State ID', 'First Name', and 'Last Name'. A 'Continue' button is located at the bottom right of the form.

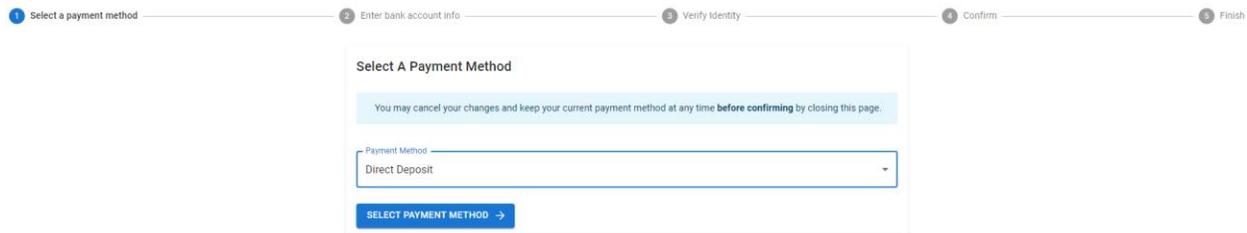
- 4) You will see the Enroll in Direct Deposit/Edit My Direct Deposit page. Click **CONTINUE** again.



- 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.

Progress: ✓ Enter bank account info ✓ Verify Identity 4 Confirm

### Confirm

Your enrollment is not yet complete! Please confirm your info below. This is your last chance to cancel your payment method selection.

Payment Method: **Direct Deposit**

Name on Account

Account Type  
 Checking  Savings

Account Number

Repeat Account Number

Routing Number

Bank Name

[CONFIRM →](#) [EDIT](#)

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

Progress: ✓ Select a payment method ✓ Enter bank account info ✓ Verify Identity ✓ Confirm ✓ Final

### Complete



Your payment method choice of **Direct Deposit** is complete.

You may now close this page.