



Payentry®

HOW TO ADD DIRECT DEPOSIT ACCOUNTS



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Employees can edit their direct deposit information on **my.payentry.com**, when the employer configures their account to do so.

1

Login to My Payentry at **my.payentry.com**.

2









Click on the employee icon.



3

Locate the direct deposit section:

- To remove an account, click the **“Orange X”** in the **Delete** column.
- To edit an existing account, click the **“Pencil Icon”** in the **Edit** column.
- **Note:** if you choose the edit option, you will be prompted to enter your two-factor authentication code to verify your identity.
- To add a new account, click the **“Add Direct Deposit”** link at the bottom.
- To change the order of priority of existing accounts, select the **“Change Order”** button.

Direct Deposits					
Order	Bank	Account	Amount	Edit	Delete
1	Boston Bank of Commerce	**5421	10.00%		
2	Payentry Debit Card		\$1,000.00		
3	State Street Bank & Trust	**1118	All but \$50.00		
4	Scotiabank	**1739	\$120.00		

[Add Direct Deposit !\[\]\(1fd921f93b673cbc47a313ff56fe41f2_img.jpg\)](#)
[Change Order](#)

Payment Types

Flat Dollar Amount (or remainder of net pay if it is less than the amount)

The amount specified is the amount of money that will be deposited into the specified account. Any additional funds are deposited into the next account by priority or issued as a paper check. If, for example, you specify an amount of \$100, and earn \$150, then only \$100 is deposited into the account. If you were paid \$75, then all \$75 would be deposited into the specified account.

Flat Dollar Amount (or 0 if remainder of net pay is less than the amount)

The amount specified is the amount of funds that will be deposited into the specified account. However, if the funds to deposit are less than the amount, then nothing will be deposited. For example, if you specify an amount of \$100 and earn \$150, then \$100 is deposited. If you earned \$75, then no money would be deposited.

Percentage of Net Pay to be Deposited

The amount entered is a percentage of net pay that will be deposited into the specified account. For example, if you have an amount of 10, then 10% of the net pay will be deposited into the account.

All Except a Specific Amount

All of the remaining pay will be deposited except for the amount specified. For example, if you specify an amount of \$10 and you earn \$150, then \$140 would be deposited into the account.