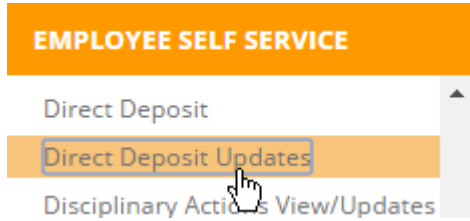
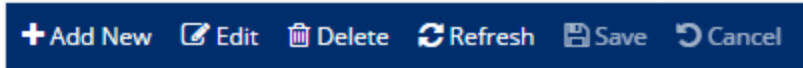


How to update or change your banking information in iSolved

1. Login to iSolved through the Purdue intranet site or from the NASDA web page.
2. Choose the Direct Deposit Updates tab under Employee Self Service.

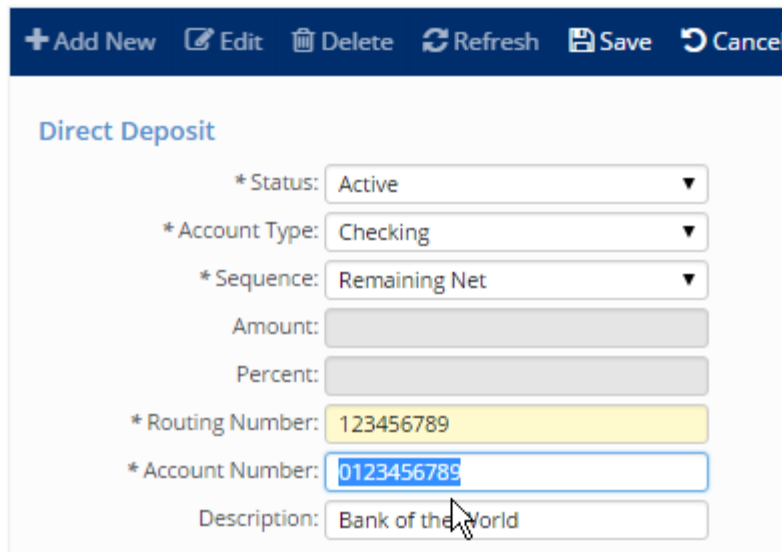


3. The blue tool bar will appear on the screen after choosing Direct Deposit Update. The six



options are:

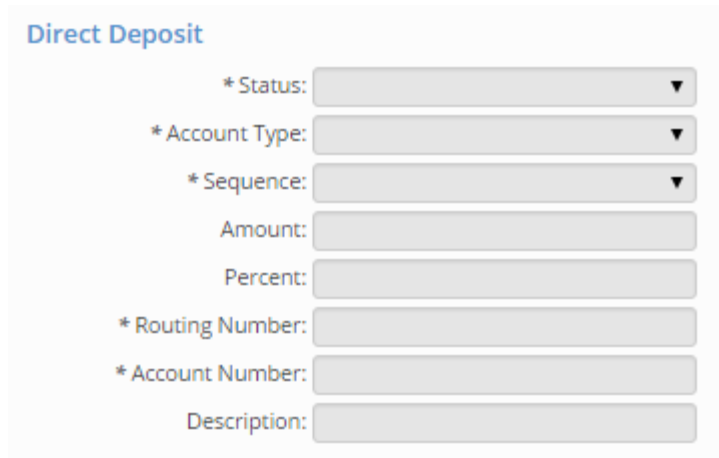
- a. **Add New**: This is used to add an additional bank account for either a set percentage or dollar amount from each pay check to be deposited into a separate account.
 - b. **Edit**: Choose edit to make changes to you existing routing or bank account numbers.
 - c. **Delete**: Use this option to remove the existing bank account information.
 - d. **Refresh**: Use this to reload the direct deposit page in iSolved.
 - e. **Save**: Use this to save the information that has been updated or changed.
 - f. **Cancel**: Use this to return to the original information before the change was saved.
4. Please choose one of the four scenarios below that best fits your banking needs and follow the corresponding instructions:
 - a. **I want to change my account number at the same bank.**
 - i. Touch on the **Edit** icon in the blue box so that changes can be made.
 - ii. Touch on the **Account Number** box and enter the new account number provided by your bank or from the second set of numbers on the bottom of your check.

A screenshot of the 'Direct Deposit' form. At the top is the same blue tool bar as in the previous image. Below it, the form has the following fields: '* Status: Active' (dropdown), '* Account Type: Checking' (dropdown), '* Sequence: Remaining Net' (dropdown), 'Amount:' (text input), 'Percent:' (text input), '* Routing Number: 123456789' (text input), '* Account Number: 0123456789' (text input, highlighted with a blue border and a mouse cursor), and 'Description: Bank of the World' (text input).

- iii. Touch on the **Save** icon from the blue bar.

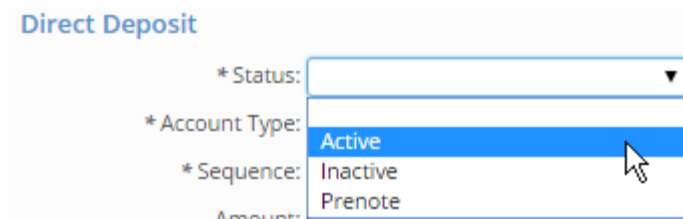
b. I want to deposit my entire check into an account at a different bank.

- i. Touch on the **Delete** icon in the blue box.
- ii. Touch **OK** on the pop up box about deleting the record.
- iii. The Direct Deposit boxes should all be empty as shown below.



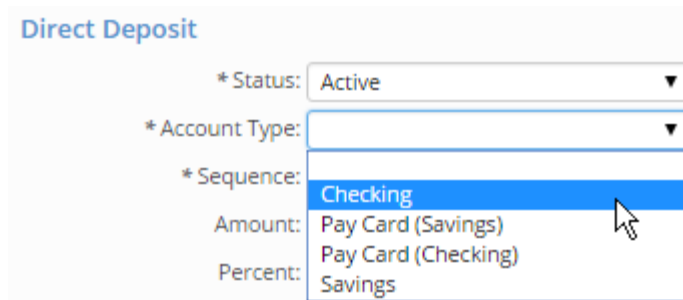
The screenshot shows a form titled "Direct Deposit" with the following fields: * Status, * Account Type, * Sequence, Amount, Percent, * Routing Number, * Account Number, and Description. All fields are currently empty.

- iv. Touch on the **Add New** icon in the blue box.
- v. Touch on the **Status** box and chose **Active** from the drop down.



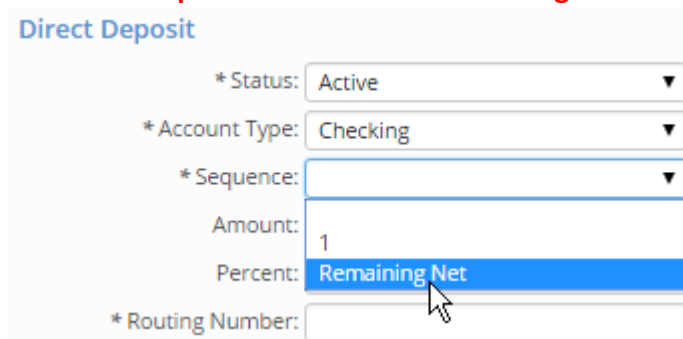
The screenshot shows the "Direct Deposit" form with the * Status dropdown menu open. The options are Active, Inactive, and Prenote. The "Active" option is highlighted with a blue bar and a mouse cursor is pointing at it.

- vi. Touch on the **Account Type** and chose the type of account.



The screenshot shows the "Direct Deposit" form with the * Account Type dropdown menu open. The options are Checking, Pay Card (Savings), Pay Card (Checking), and Savings. The "Checking" option is highlighted with a blue bar and a mouse cursor is pointing at it.

- vii. Touch on **Sequence** and choose **Remaining Net**.



The screenshot shows the "Direct Deposit" form with the * Sequence dropdown menu open. The options are 1 and Remaining Net. The "Remaining Net" option is highlighted with a blue bar and a mouse cursor is pointing at it.

- viii. Touch on **Routing Number** and enter the bank's 9 digit number. (It is usually the first group of numbers on the bottom of a check).

Direct Deposit

* Status: Active ▼

* Account Type: Checking ▼

* Sequence: Remaining Net ▼

Amount:

Percent:

* Routing Number: 123456789

* Account Number:

- ix. Touch on Account Number and enter your account number. It is usually the second group of numbers on the bottom of your check and can be of varied length.

Direct Deposit

* Status: Active ▼

* Account Type: Checking ▼

* Sequence: Remaining Net ▼

Amount:

Percent:

* Routing Number: 123456789

* Account Number: 0123456789

Description:

- x. Touch on Description and enter the name of your bank.

Direct Deposit

* Status: Active ▼

* Account Type: Checking ▼

* Sequence: Remaining Net ▼

Amount:

Percent:

* Routing Number: 123456789

* Account Number: 0123456789

Description: Bank of the World

- xi. Touch on the **Save** icon on the blue box.

c. I want to put a percentage of each check into a separate account.

- i. This option requires two separate bank accounts. One for the percentage to be deposited into and one for the remaining amount. These instructions will show you how to add an additional account for the percentage.
- ii. Touch on **Add New** from the blue box.
- iii. All of the Direct Deposit boxes should all be empty as shown below.

A screenshot of the 'Direct Deposit' form. The title 'Direct Deposit' is at the top left. Below it are several input fields, each with a dropdown arrow on the right: '* Status:', '* Account Type:', '* Sequence:', 'Amount:', 'Percent:', '* Routing Number:', '* Account Number:', and 'Description:'. All fields are currently empty.

- iv. Touch on the **Status** box and choose **Active** from the drop down.

A screenshot of the 'Direct Deposit' form. The '* Status:' dropdown menu is open, showing three options: 'Active' (highlighted in blue), 'Inactive', and 'Prenote'. A mouse cursor is pointing at the 'Active' option.

- v. Touch on the **Sequence** box and choose **1**.

A screenshot of the 'Direct Deposit' form. The '* Sequence:' dropdown menu is open, showing three options: '1' (highlighted in blue), '2', and '3'. A mouse cursor is pointing at the '1' option. The 'Amount:' field is also highlighted in blue and contains the number '1'. The 'Percent:' dropdown menu is open, showing 'Remaining Net' (highlighted in blue).

- vi. Touch on the **Percent** box and enter the percentage from each check that you want deposited into this account. Type in 10 for 10%, 20 for 20%. Etc.

A screenshot of the 'Direct Deposit' form. The '* Status:' dropdown is 'Active', '* Account Type:' is 'Savings', and '* Sequence:' is '1'. The 'Amount:' field is empty. The 'Percent:' field is filled with '10' and is highlighted in blue. The '* Routing Number:' field is highlighted in yellow.

- vii. Touch on the **Routing Number** box and enter the bank's 9 digit number. (It is usually the first group of numbers on the bottom of a check).

Direct Deposit

* Status: Active ▼

* Account Type: Savings ▼

* Sequence: 1 ▼

Amount:

Percent: 10

* Routing Number: 123456789

* Account Number:

- viii. Touch on the **Account Number** and enter your account number. (It is usually the second group of numbers on the bottom of your check and can be of varied length).

Direct Deposit

* Status: Active ▼

* Account Type: Savings ▼

* Sequence: 1 ▼

Amount:

Percent: 10

* Routing Number: 123456789

* Account Number: 0123456789

Description:

- ix. Touch on the **Description** box and enter the bank's name.

Direct Deposit

* Status: Active ▼

* Account Type: Savings ▼

* Sequence: 1 ▼

Amount:

Percent: 10

* Routing Number: 123456789

* Account Number: 0123456789

Description: Bank of the World

- x. Touch on the **Save** icon on the blue box.

d. I want to put a set dollar amount from each check into a separate account.

- i. This option requires two separate bank accounts. One for the set amount to be deposited into and one for the remaining amount. These instructions will show you how to add an additional account.
- ii. Touch on **Add New** from the blue box.
- iii. All of the Direct Deposit boxes should all be empty as shown below.

The screenshot shows a form titled "Direct Deposit" with the following fields: * Status: (dropdown), * Account Type: (dropdown), * Sequence: (dropdown), Amount: (text input), Percent: (text input), * Routing Number: (text input), * Account Number: (text input), and Description: (text input). All fields are currently empty.

- iv. Touch on the **Status** box and choose **Active** from the drop down.

The screenshot shows the "Direct Deposit" form with the * Status dropdown menu open. The menu options are "Active", "Inactive", and "Prenote". The "Active" option is highlighted in blue, and a mouse cursor is pointing at it.

- v. Touch on the **Sequence** box and choose **1**.

The screenshot shows the "Direct Deposit" form with the * Sequence dropdown menu open. The menu options are "1", "2", and "3". The "1" option is highlighted in blue, and a mouse cursor is pointing at it.

- vi. Touch on the **Amount** box and enter in the dollar amount that you want to have put into this account from every pay check. In this example \$15 is entered as 15.00

The screenshot shows the "Direct Deposit" form with the Amount field containing the text "15.00". A mouse cursor is pointing at the Percent field.

- vii. Touch on the **Routing Number** box and enter the bank's 9 digit number. (It is usually the first group of numbers on the bottom of a check).

Direct Deposit

* Status: Active ▼

* Account Type: Savings ▼

* Sequence: 1 ▼

Amount:

Percent: 10

* Routing Number: 123456789

* Account Number:

- viii. Touch on the **Account Number** and enter your account number. (It is usually the second group of numbers on the bottom of your check and can be of varied length).

Direct Deposit

* Status: Active ▼

* Account Type: Savings ▼

* Sequence: 1 ▼

Amount:

Percent: 10

* Routing Number: 123456789

* Account Number: 0123456789

Description:

- ix. Touch on the **Description** box and enter the bank's name.

Direct Deposit

* Status: Active ▼

* Account Type: Savings ▼

* Sequence: 1 ▼

Amount:

Percent: 10

* Routing Number: 123456789

* Account Number: 0123456789

Description: Bank of the World

- x. Touch on the **Save** icon on the blue box.