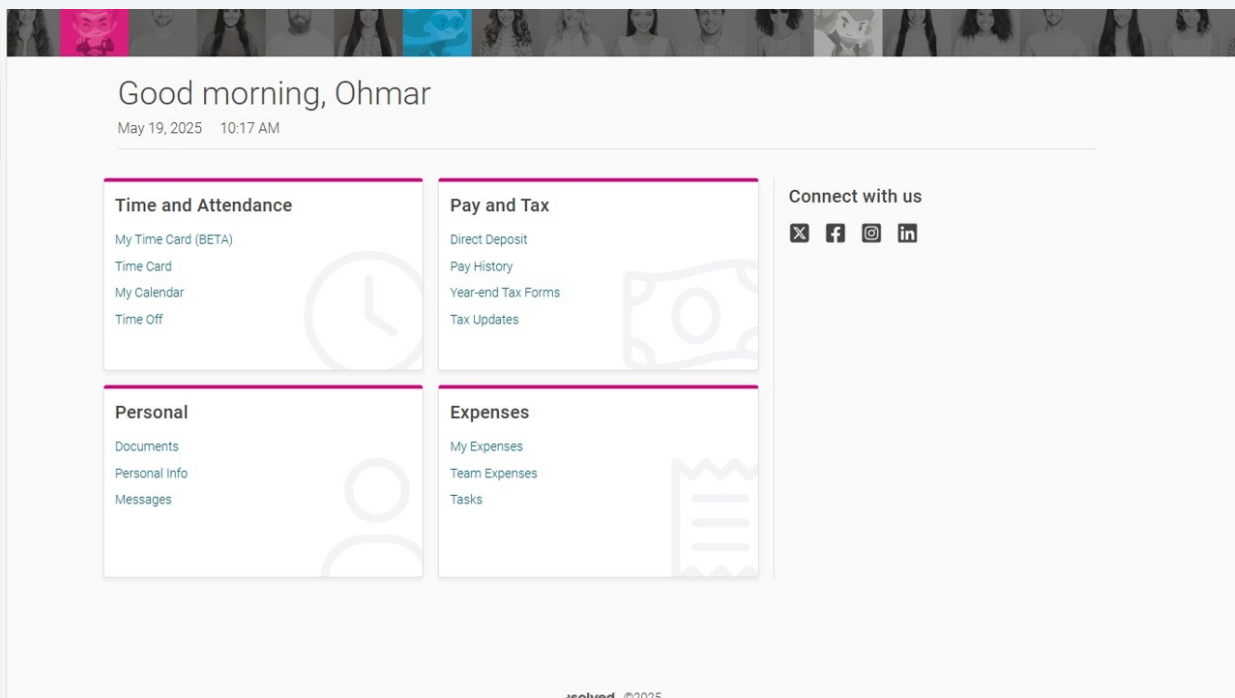


# Updating Direct Deposit Information: AEE or iSolved App View

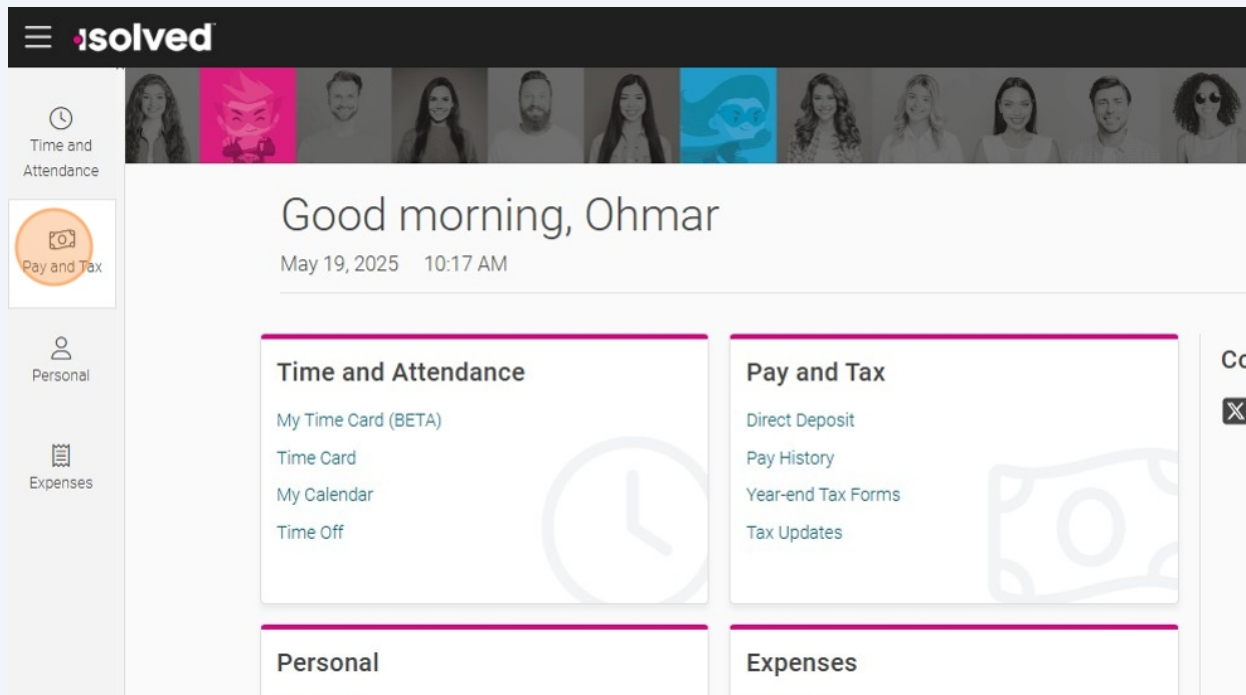


This guide provides a walkthrough for updating direct deposit information using the AEE or iSolved app, ensuring users can easily manage their accounts. It covers editing existing accounts, adding new ones and deactivating or deleting accounts.

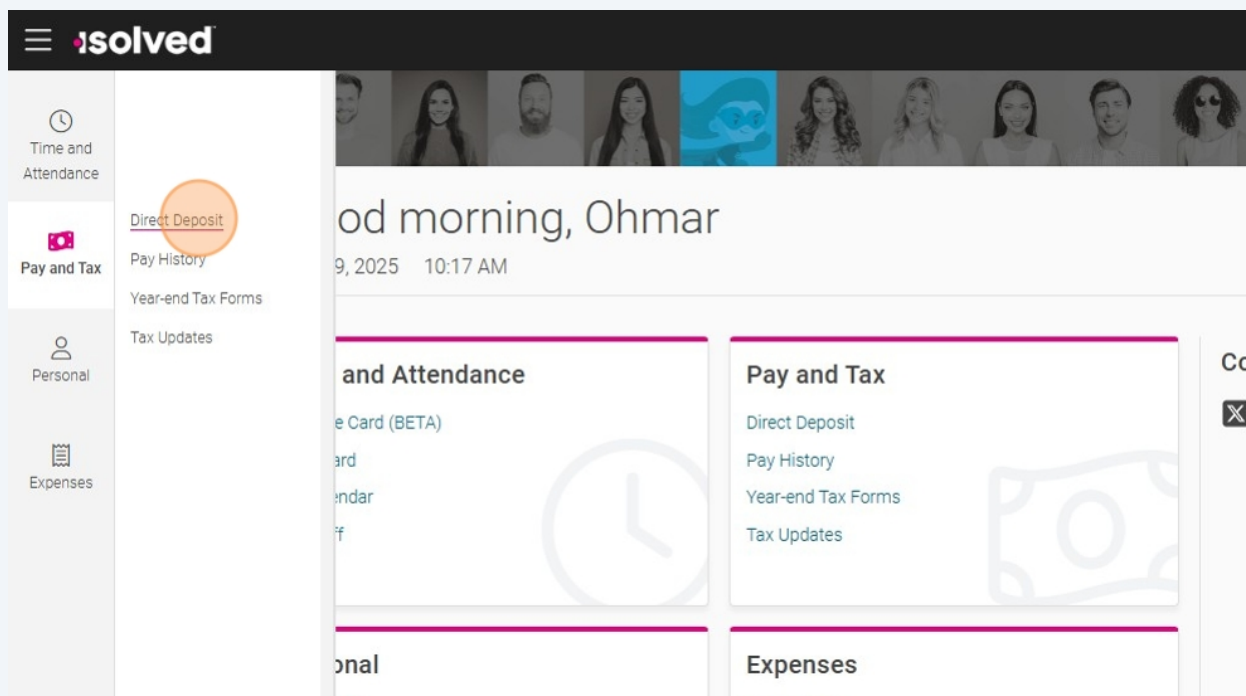
- 1 Navigate to <https://aee.myisolved.com/home>



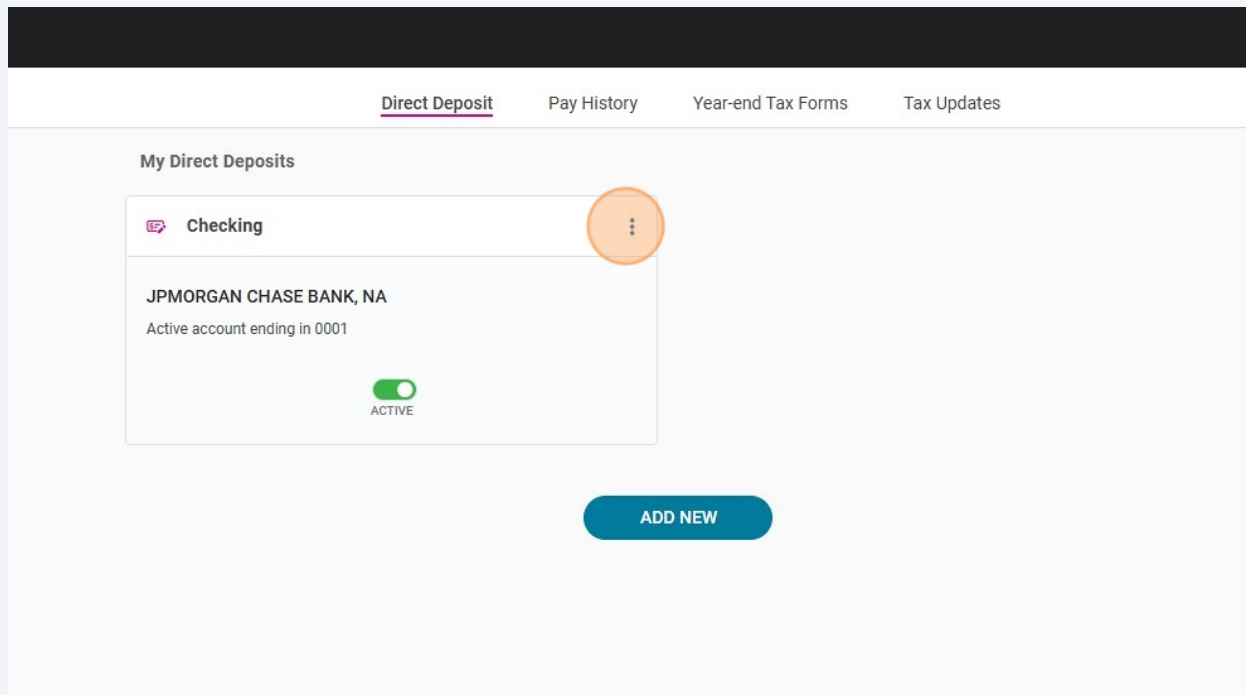
## 2 Click on the Pay and Tax tile



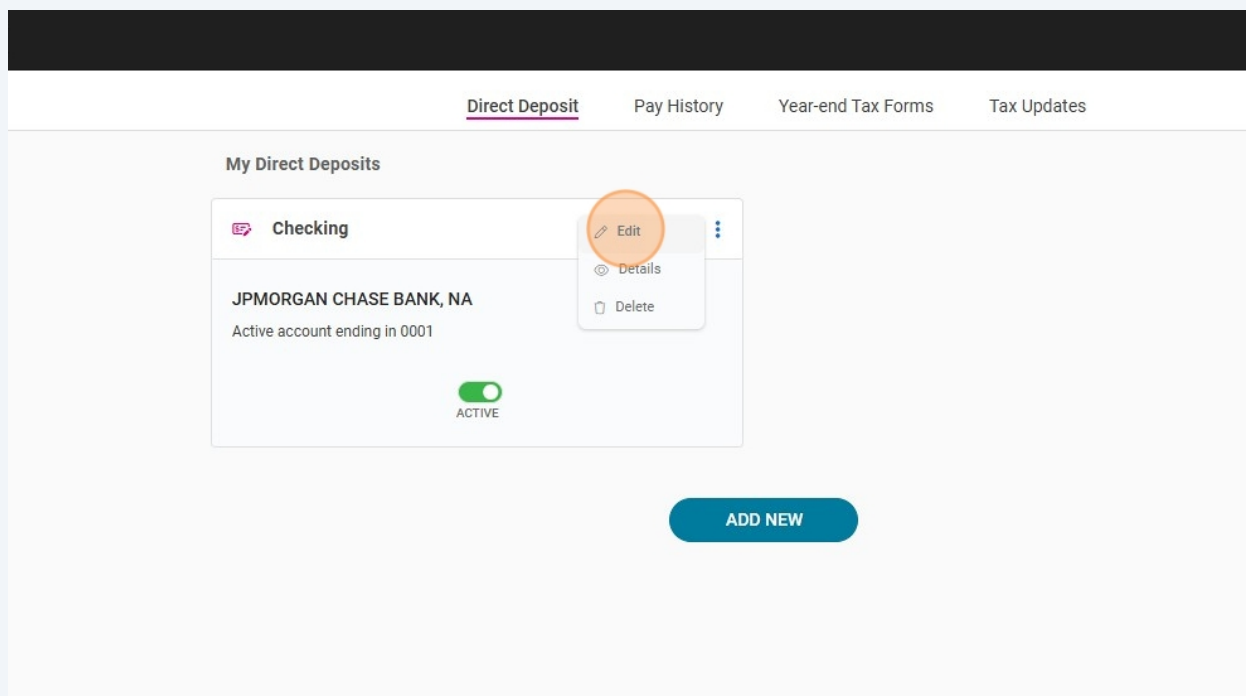
## 3 Click "Direct Deposit"



- 4 Click on the three dots to access the "Action menu" on an existing account.



- 5 Click "Edit"



6

Any of the fields on this screen are editable. Click the desired field and update.

Direct Deposit Pay History Year-end Tax Forms Tax Updates

Edit Direct Deposit

### Your deposit information

#### Bank details

All fields are required unless marked optional

Routing number	044000037	Account number	0000
Account type	Checking	Description (optional)	Description

#### Deposit details

Any remaining net pay may be issued by paper check

Distribution details

☐ Flat dollar amount

☐ Percentage of net pay

☒ Remaining net

Frequency: Every Pay

CANCEL SAVE

7

Click "Save"

### Your deposit information

#### Bank details

All fields are required unless marked optional

Routing number	044000037	Account number	00000
Account type	Checking	Description (optional)	Description

#### Deposit details

Any remaining net pay may be issued by paper check

Distribution details

☐ Flat dollar amount

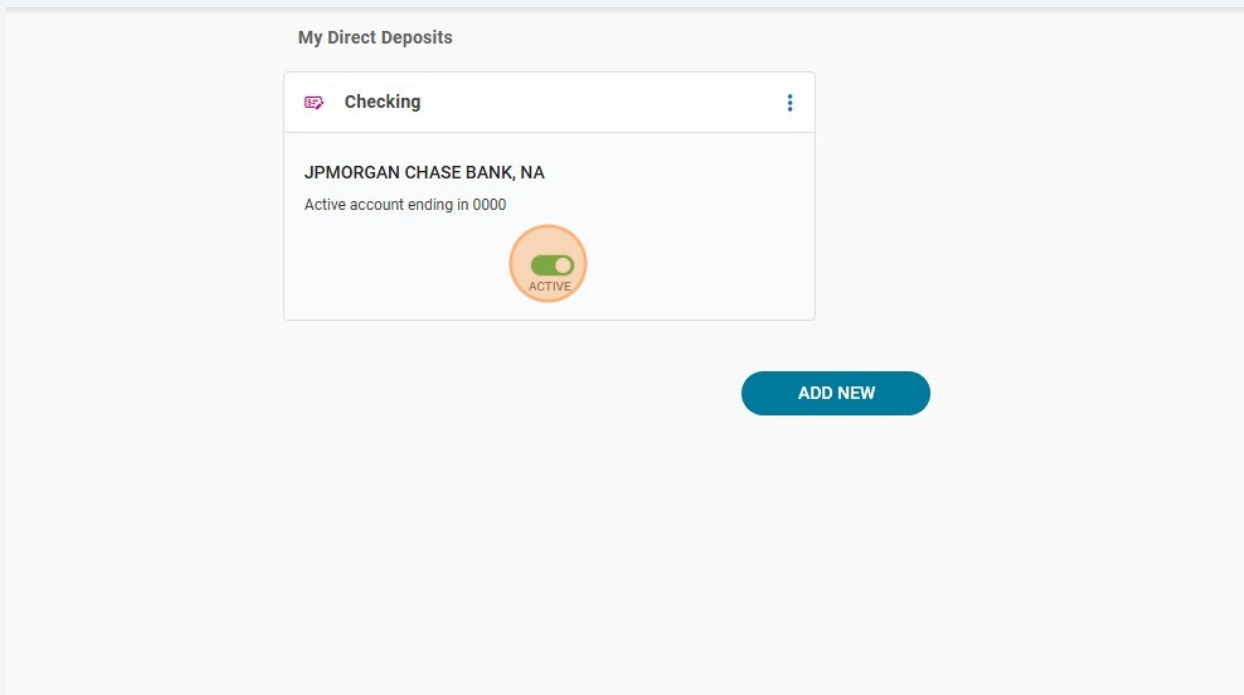
☐ Percentage of net pay

☒ Remaining net

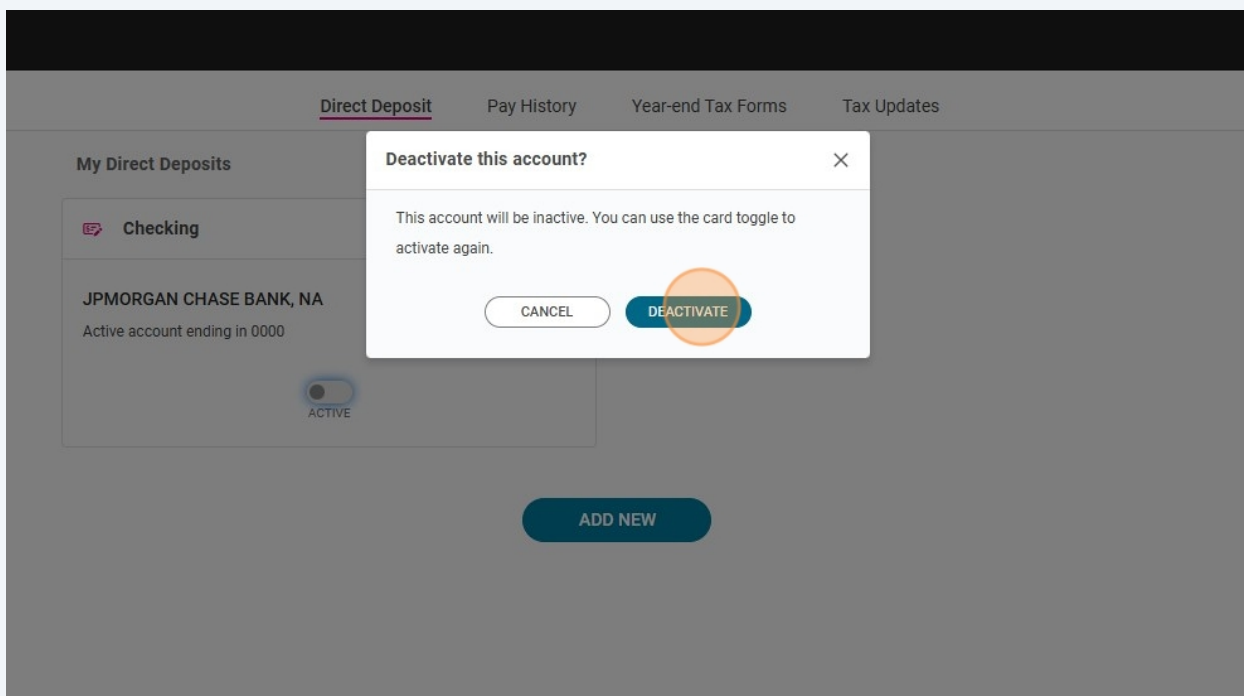
Frequency: Every Pay

CANCEL SAVE

- 8 To Inactivate an existing account, click on the "Active" slide.



- 9 Click "Deactivate"



## 10 To add a new account click "Add new"

**My Direct Deposits**

Savings	Checking
<b>JPMORGAN CHASE BANK, NA</b> Active account ending in 0001 <input checked="" type="checkbox"/> ACTIVE	<b>JPMORGAN CHASE BANK, NA</b> Inactive account ending in 0000 <input type="checkbox"/> INACTIVE

**ADD NEW**

## 11 Enter the "Routing number".

**isolved**

Direct Deposit | Pay History | Year-end Tax Forms | Tax Updates

**Add Direct Deposit**

**Your Deposit Information**

**Bank details**

All fields are required unless marked optional

Routing number	Enter 9 digits	Account number	
Account type	Select	Description (optional)	Description

**Deposit details**

Any remaining net pay may be issued by paper check

**Distribution details**

☐ Flat dollar amount

☐ Percentage of net pay

Frequency: Every Pay

**CANCEL** **SAVE**

## 12 Enter the "Account number".

The screenshot shows the 'Add Direct Deposit' form. At the top, there are navigation links: Direct Deposit, Pay History, Year-end Tax Forms, and Tax Updates. The form title is 'Add Direct Deposit'. Below it, the section 'Your Deposit Information' is displayed. Under 'Bank details', it states 'All fields are required unless marked optional'. The 'Routing number' field contains '044000037'. The 'Account number' field is empty and highlighted with an orange circle. The 'Account type' is a dropdown menu with 'Select' chosen. There are also optional fields for 'Description (optional)' and 'Description'. Under 'Deposit details', it says 'Any remaining net pay may be issued by paper check'. The 'Distribution details' section has two radio buttons: 'Flat dollar amount' and 'Percentage of net pay'. The 'Frequency' dropdown is set to 'Every Pay'. At the bottom, there are 'CANCEL' and 'SAVE' buttons.

## 13 Choose either "Checking or Savings" from the Account Type drop down.

The screenshot shows the 'Add Direct Deposit' form with the 'Account type' dropdown menu open. The 'Checking' option is highlighted with an orange circle. The 'Routing number' field contains '044000037'. The 'Account number' field contains '00004'. The 'Description (optional)' field contains 'Description'. The 'Distribution details' section has two radio buttons: 'Flat dollar amount' and 'Percentage of net pay'. The 'Frequency' dropdown is set to 'Every Pay'. At the bottom, there are 'CANCEL' and 'SAVE' buttons.

**14** Click either Flat Dollar Amount or Percentage of Net Pay

Bank details

All fields are required unless marked optional

Routing number

044000037

Account number

00004

Account type

Checking

Description (optional)

Description

Deposit details

Any remaining net pay may be issued by paper check

Distribution details

☒ Flat dollar amount

☐ Percentage of net pay

Frequency

Every Pay

CANCEL

SAVE

**15** This will open a new box where you can enter the dollar amount or percentage.

Routing number

044000037

Account number

00004

Account type

Checking

Description (optional)

Description

Deposit details

Any remaining net pay may be issued by paper check

Distribution details

☒ Flat dollar amount

☐ Percentage of net pay

Frequency

Every Pay

CANCEL

SAVE



## 16 Click "Save"

number  number

Account type  Description (optional)

---

**Deposit details**

Any remaining net pay may be issued by paper check

Distribution details

☒ Flat dollar amount

☐ Percentage of net pay

Frequency

---

## 17 To Delete an account, click on the three dots within the tile of the account you wish to delete.

**Direct Deposit** Pay History Year-end Tax Forms Tax Updates

**My Direct Deposits**

**Checking**

JPMORGAN CHASE BANK, NA  
Active account ending in 0004

☒ ACTIVE

**Savings**

JPMORGAN CHASE BANK, NA  
Active account ending in 0001

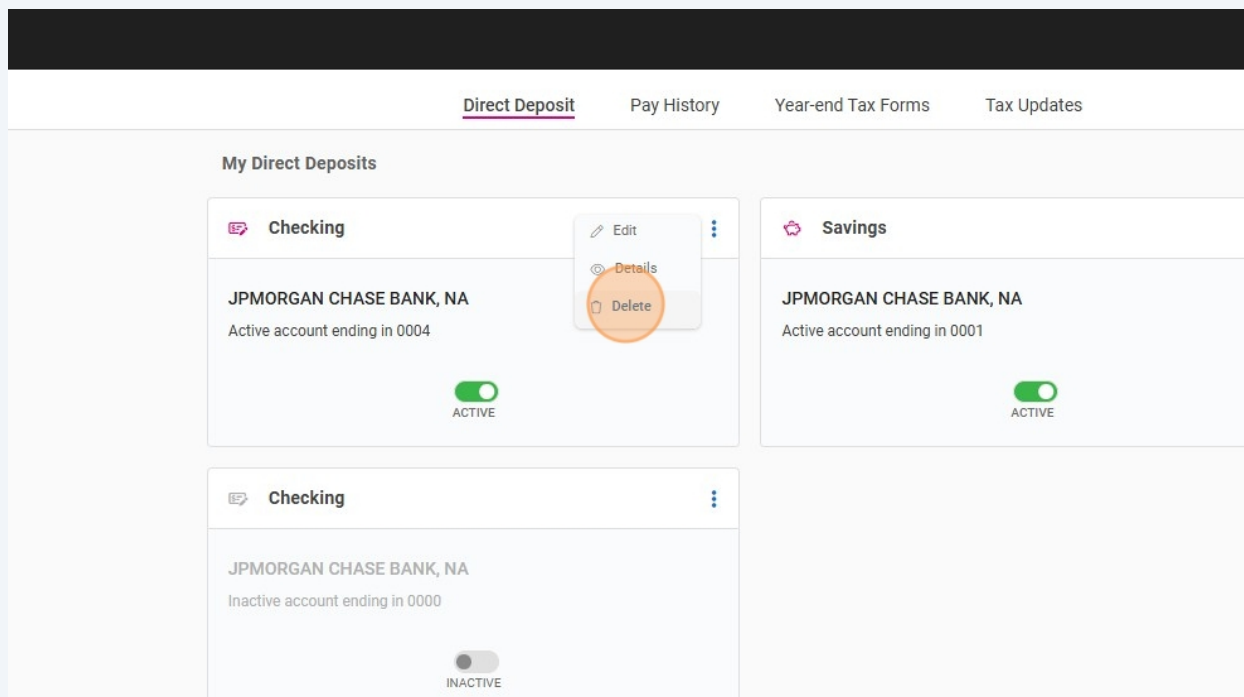
☒ ACTIVE

**Checking**

JPMORGAN CHASE BANK, NA  
Inactive account ending in 0000

☐ INACTIVE

## 18 Click "Delete"



## 19 Click "Delete" again.

