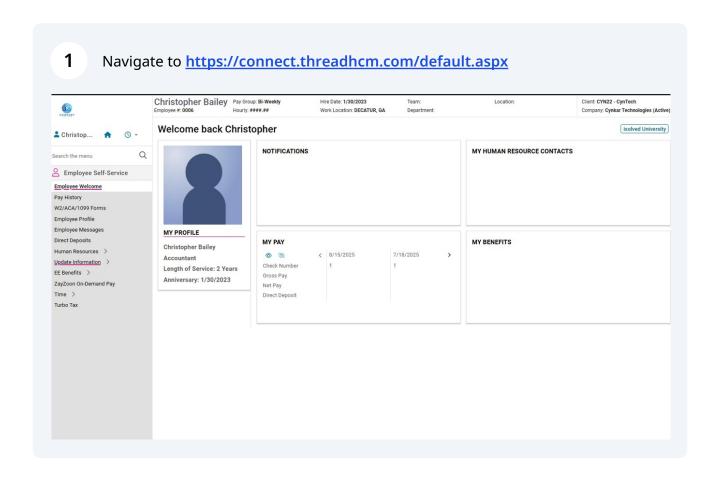
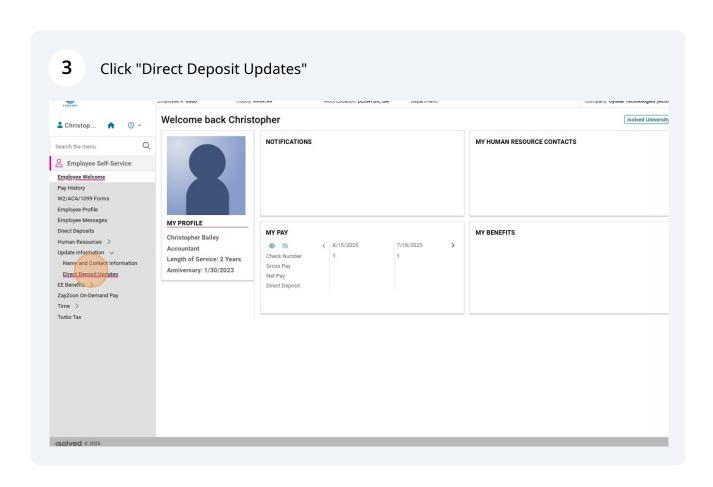
Updating Your Direct Deposit Information



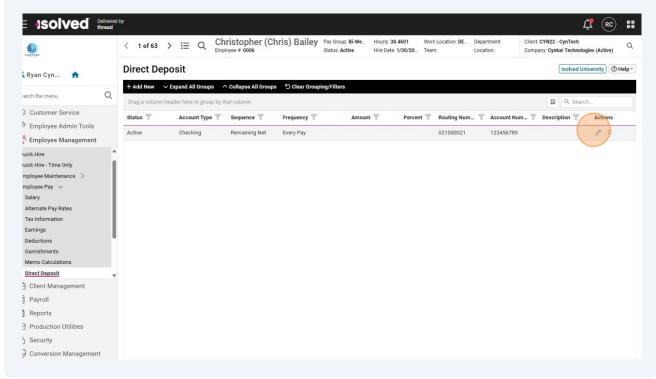
This walks through submitting a Direct Deposit update as an employee. This will require you to use Multi Factor Authentication to confirm the transaction for added security.



2 Click "Update Information" = 1501VEQ thread Christopher Bailey Pay Group: Bi-Weekly Employee #: 0006 Pay Group: ######## Hire Date: 1/30/2023 Work Location: DECATUR, GA Client: CYN22 - CynTech Company: Cynkar Technologies (Activ S COMPANY Welcome back Christopher isolved University ♣ Christop... 🛖 🕓 🕶 MY HUMAN RESOURCE CONTACTS Search the menu Employee Self-Service Employee Welcome Pay History W2/ACA/1099 Forms Employee Profile Employee Messages MY PROFILE Direct Deposits MY BENEFITS Christopher Bailey @ @ < 8/15/2025 7/18/2025 Accountant <u>Update Information</u> > Check Number Length of Service: 2 Years EE Benefits > Gross Pay Anniversary: 1/30/2023 ZayZoon On-Demand Pay Time > Direct Deposit Turbo Tax



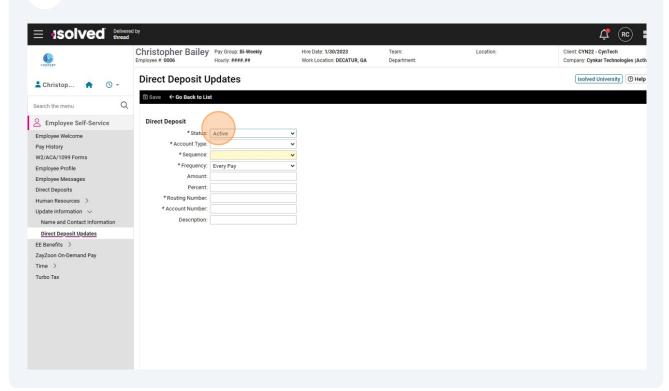
If you do need to edit an existing record, you can click the pencil on the right side. Click the X if you need to Delete.



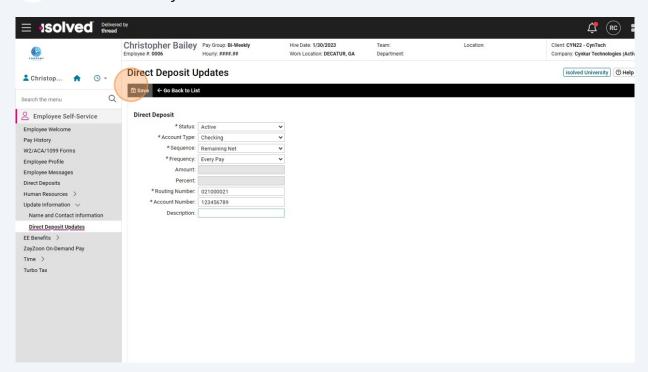
5 If you need to add a new one. Click "Add New"



6 Fill out the info, including Sequence, Amount, Percent and Banking info.



7 Click "Save"
Then it will ask you for Multi Factor Authentication



8 Enter the Verification code that was sent to you and Click "Continue"

