Creating a New Direct Deposit for Accounts Payable

1. Access Bengal Web
2. Enter your user name and password
3. Click **Sign In**
4. Click on **Employees**, then **Action & Information** on the left side of the Bengal Web landing page.
5. In the center of the of the Action & Information page you will find a channel called "Employment Detail", here click on **Employee Self Service**. This will take you to your Employee Dashboard.

Employment Details

Employee Self Service
Access benefits, direct deposit, leave balances, pay stubs, and tax forms.

Personal Information Self Service *New!*
Access Personal Details, Email, Phone Number, Address, Emergency Contact, Ethnicity and Race, Veteran Classification, and Disability Status.
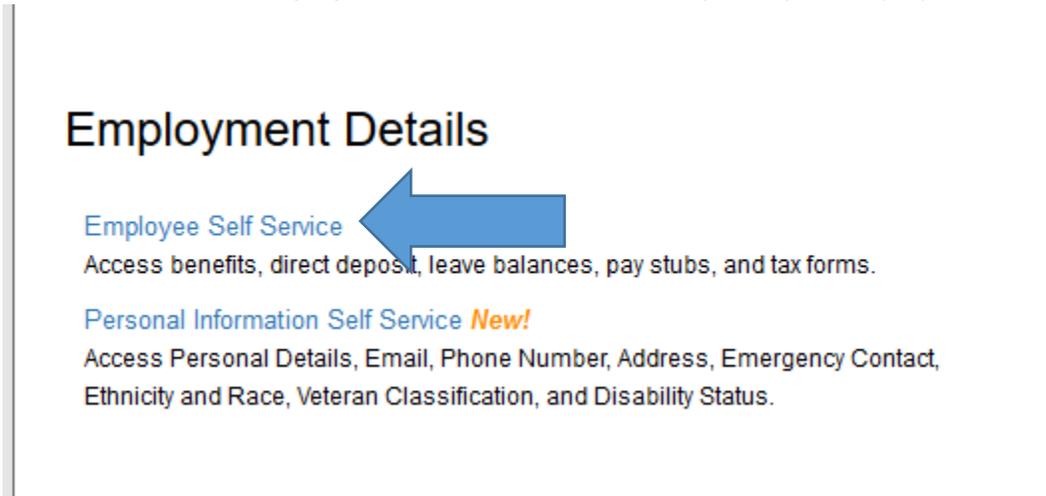
6. In the center of your dashboard, click **Direct Deposit Information**.

Pay Information				^
Latest Pay Stub: 11/02/2018	All Pay Stubs	Direct Deposit Information	ions History	
Earnings				∨
Benefits				∨
Taxes				∨
Job Summary				∨
Employee Summary				∨
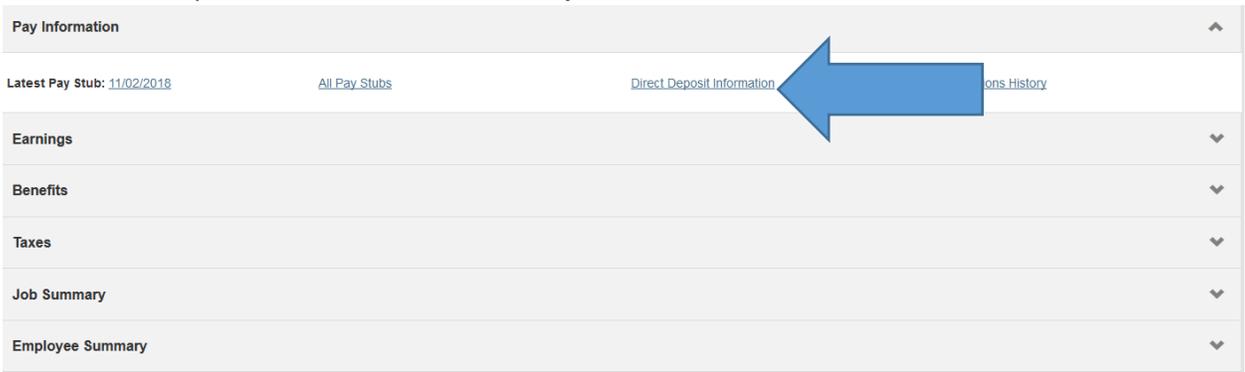
7. You should be presented with three sections on this page
   a. The first section, Pay Distribution as of MM/DD/YYYY, contains information regarding the last pay distribution date, bank name, routing number, account number, account type, net pay distribution and total net pay amounts. If this is the first time you are signing up for direct deposit these will be blank
   b. The second section, Proposed Pay Distribution, is where you will enter your information for your payroll direct deposit.
   c. The third section, Accounts Payable Deposit, is where you will enter your information for Accounts Payable direct deposit.
8. To add direct deposit for Accounts Payable, click on the **Add New,** along the right hand side of the Accounts Payable Direct Deposit. A popup window will display, where you will choose **create new.**

9. You will now be directed to enter your bank routing, account number and account type. When you enter your bank routing number the system will verify that the bank exists in the banner system. If you get the message, invalid routing number was entered, please verify with your bank. If the routing number entered is correct, please contact Accounts Payable at 282-2511 to have the routing number entered into the system. If the bank routing number exists in the system, once you enter it a portion of the banks name will appear next to the routing number. If you already have a direct deposit setup for Payroll and you want to use the same bank information, click, create from existing account information.
10. Make sure you check the box "I authorize the institution to initiate direct credits or debits on my behalf", if this box is not check you will not be allowed to save the information. Click Save New Deposit.
11. You should receive an email verifying this setup. If you do not please contact the Accounts Payable office at 282-2511.