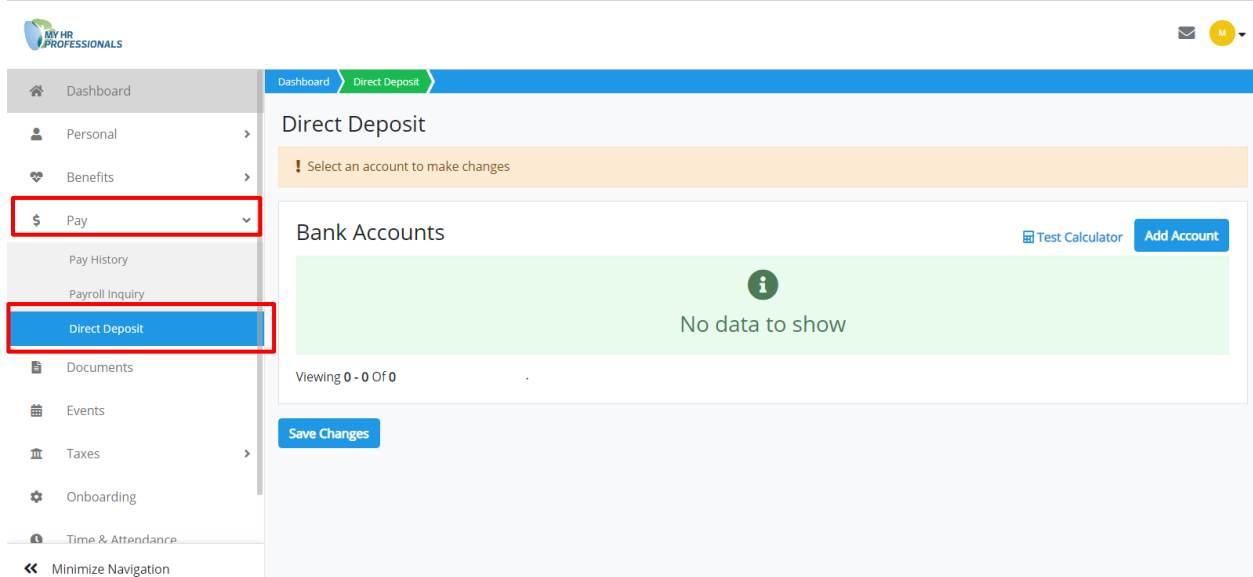


My HR Dashboard Employee Self Service (ESS) Portal- Setup Direct Deposit

My HR Dashboard ESS: <https://spm-ep.prismhr.com/#/auth/login>

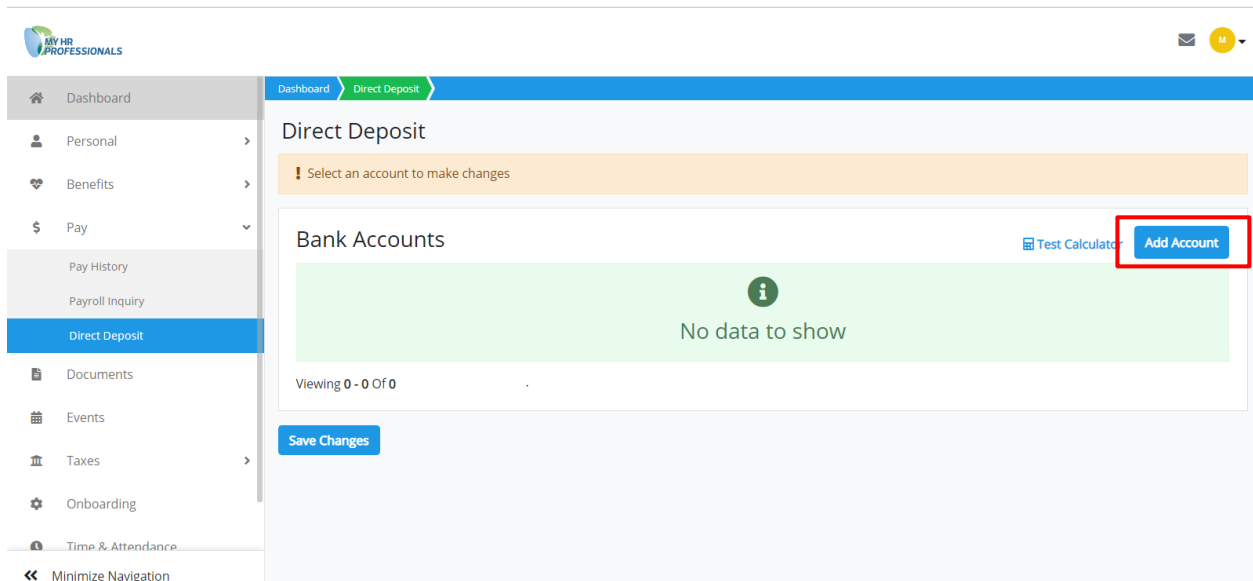
Login with your username and password.

On the left-hand side of the screen select “Pay” then on the drop-down menu select “Direct Deposit”



The screenshot shows the My HR Dashboard ESS Portal interface. On the left-hand side, the navigation menu is visible, with the 'Pay' menu item highlighted in red. Below it, the 'Direct Deposit' sub-menu item is also highlighted in red. The main content area displays the 'Direct Deposit' page, which includes a warning message: 'Select an account to make changes'. Below this, there is a 'Bank Accounts' section with a 'No data to show' message and an 'Add Account' button. The 'Add Account' button is highlighted in red.

Once selected, click on the “Add Account” Blue Button.



The screenshot shows the My HR Dashboard ESS Portal interface. On the left-hand side, the navigation menu is visible, with the 'Pay' menu item highlighted in red. Below it, the 'Direct Deposit' sub-menu item is also highlighted in red. The main content area displays the 'Direct Deposit' page, which includes a warning message: 'Select an account to make changes'. Below this, there is a 'Bank Accounts' section with a 'No data to show' message and an 'Add Account' button. The 'Add Account' button is highlighted in red.

Complete all required fields marked by an asterisk (*). An image of a sample check is provided, to guide you on the definitions of Routing Number & Account Number.

Dashboard > Direct Deposit > Add Account

Add Account

Account Info

* Routing Number:

* Bank Name:

* Account Type:

* Account Number:

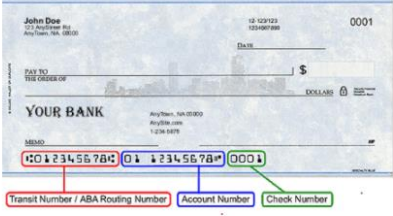
* Confirm Account Number:

Settings

* Deposit Method:

* Amount:

Maximum:



Deposit Method must be "Remainder" if wanting full paycheck deposited. After all fields are complete, click "Add"

Dashboard > Direct Deposit > Add Account

Add Account

Account Info

* Routing Number:

* Bank Name:

* Account Type:

* Account Number:

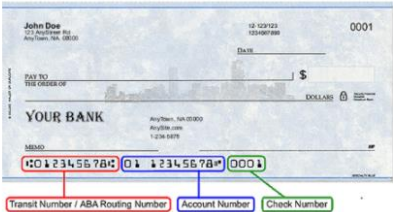
* Confirm Account Number:

Settings

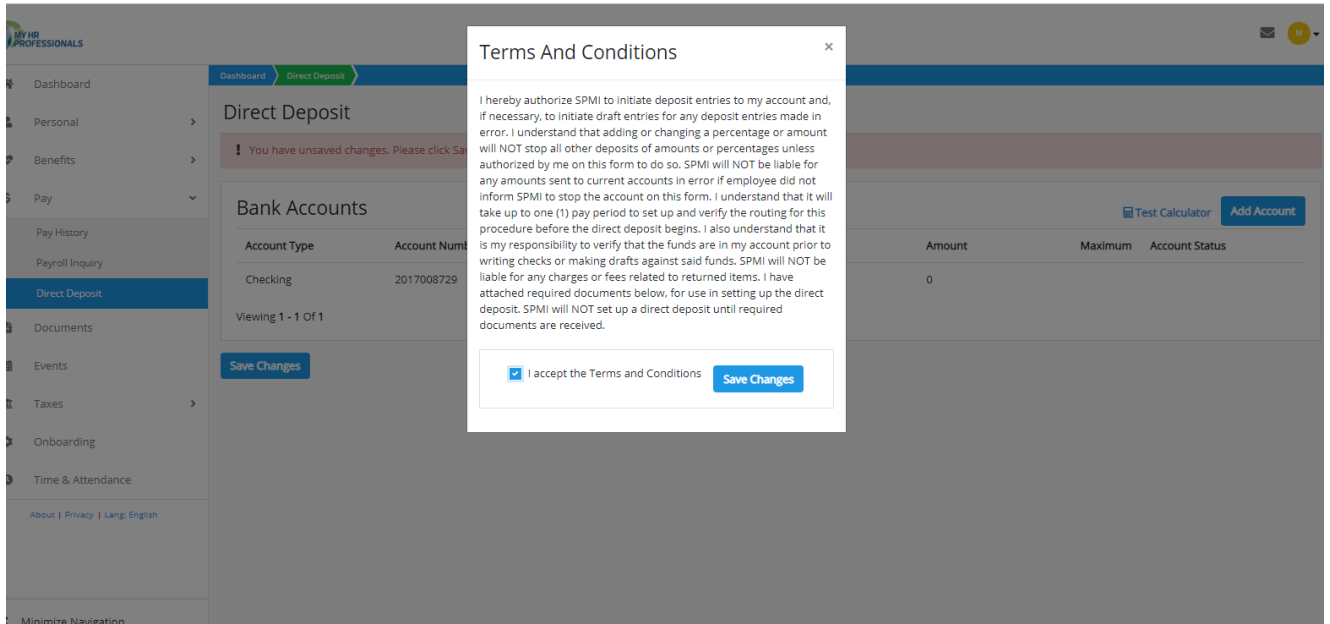
* Deposit Method:

* Amount:

Maximum:



After clicking “Add” you will get this prompt with Terms and Conditions. Please READ carefully. If you agree with these Terms and Conditions, click on “I accept the Term and Conditions” & save changes.



If you have any questions, please contact My HR Professionals at (800) 940-8706.