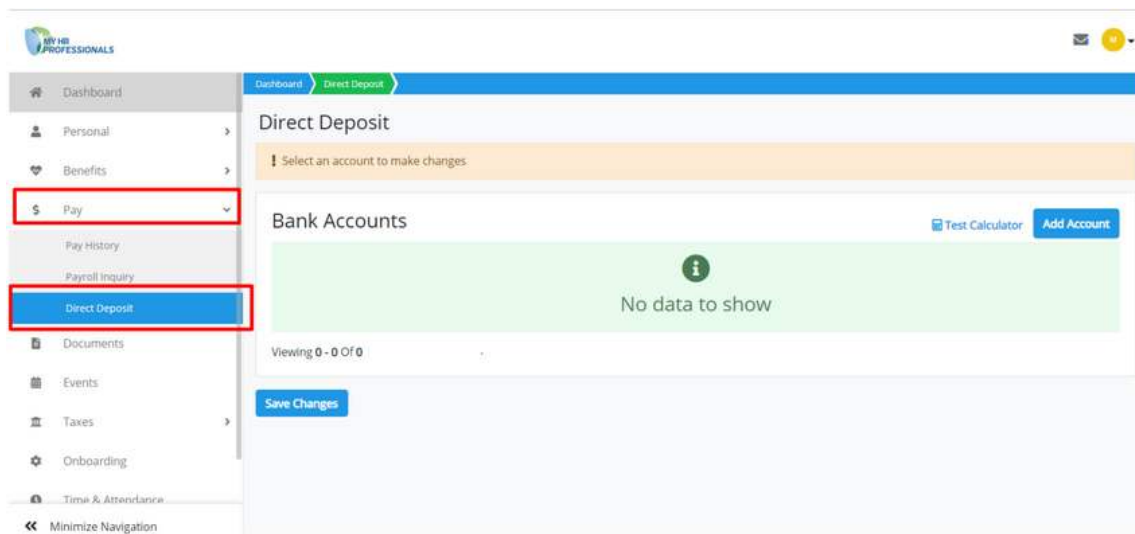


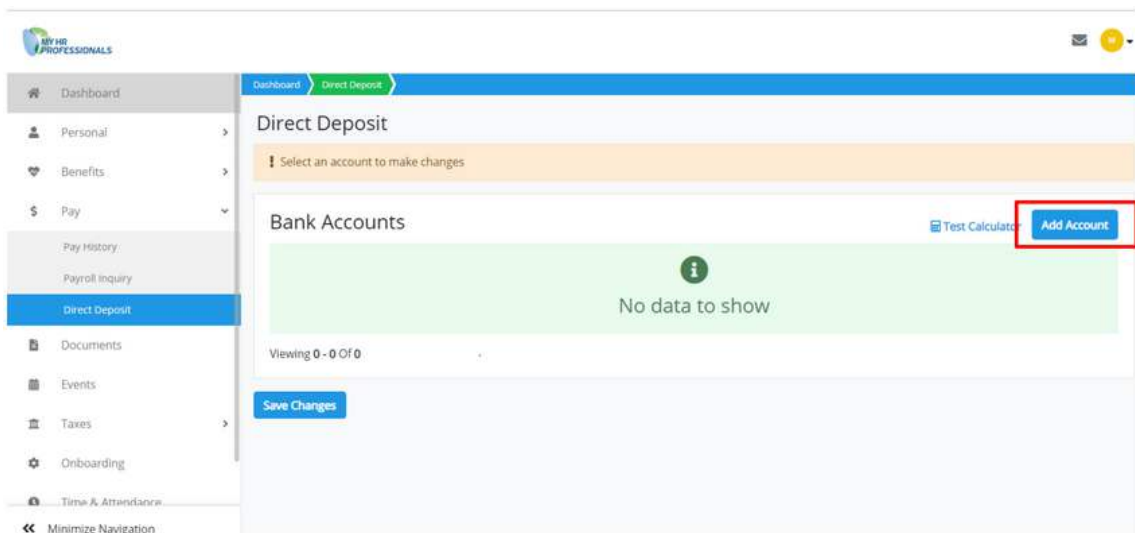
# MY HR DASHBOARD EMPLOYEE SELF SERVICE (ESS) PORTAL- SETUP DIRECT DEPOSIT

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”



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



- 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.

The screenshot shows the 'Add Account' form with the following fields and values:

- Account Info**
  - \* Routing Number: 082907273
  - \* Bank Name: BANK OF THE OZARKS WCA
  - \* Account Type: Checking
  - \* Account Number: 2018008723
  - \* Confirm Account Number: 2018008723
- Settings**
  - \* Deposit Method: Remainder
  - \* Amount: (empty)
  - Maximum: (empty)

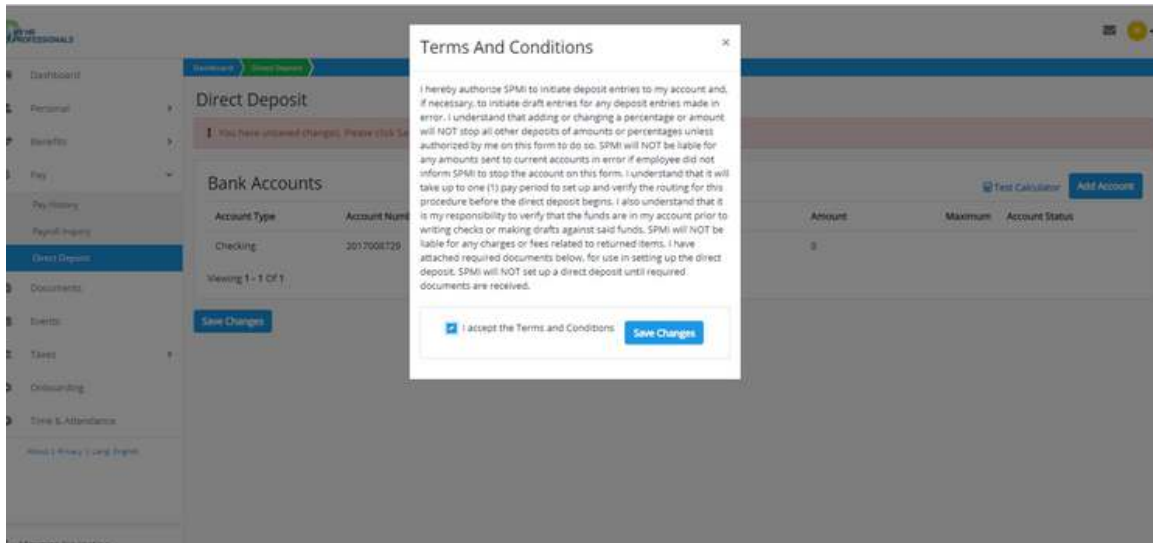
At the bottom are 'Add' and 'Cancel' buttons. To the right is a sample check image with labels: 'Transit Number / ABA Routing Number' (082907273), 'Account Number' (2018008723), and 'Check Number' (0001).

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

This screenshot is identical to the previous one, but with a red box highlighting the 'Add' button at the bottom left of the form.



- 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 Pros  
at (800) 940-8706.

