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

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

- 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"

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# Dashboar	Dachtoard Direct Deposit		
🛓 Personal	, Direct Deposit		
🗢 Benefits	Select an account to make changes		
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• Once selected, click on the "Add Account" Blue Button.

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Personal , Direct Deposit	
Benefits > I Select an account to make changes	
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• 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.

Account Info		Alter Bay di seren 0001
* Routing Number	* Bank Name	Andreas BAR
082907273	BANK OF THE OZARKS WCA	William S III
* Account Type		YOUR BANK NUMBER OF THE OWNER
Checking	,	Here
* Account Number 2018008723		(Tamet Number / ABA Rouding Namber) (Account Namber) (Check Number)
* Confirm Account Number		
2018008723		
Settings		
* Deposit Method		* Amount
Remainder		•
Maximum		

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

Account Info		Anten Dare general DOOT
* Routing Number	* Bank Name	Den
082907273	BANK OF THE OZARKS WCA	Million Annual State
* Account Type Checking • * Account Number 2019008723 * Confirm Account Number 2019008723		YOUR BANK. Apten sustain
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Settings		
* Deposit Method Remainder		* 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.

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References	Terms And Conditions	Arrent Marmun Account Safer 3

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