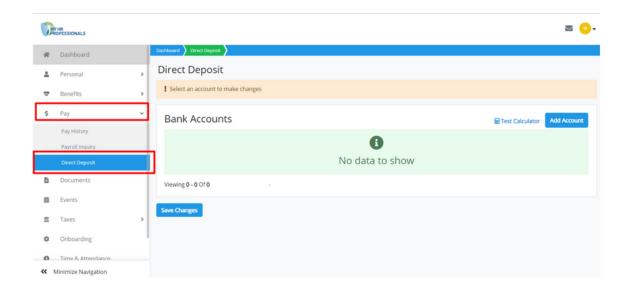
MY HR DASHBOARD EMPLOYEE SELF SERVICE (ESS) PORTAL-SETUP DIRECT DEPOSIT

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

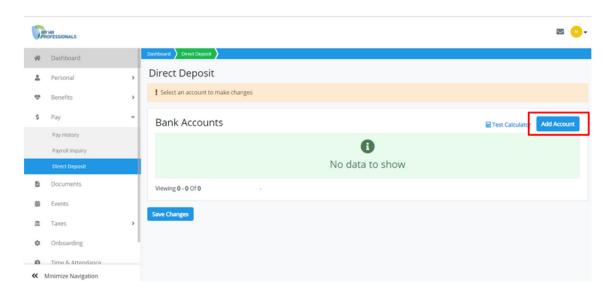
· Login with your username and password.

menu select "Direct Deposit"

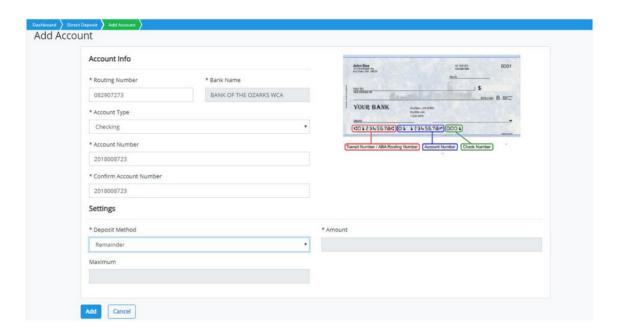
• On the left-hand side of the screen select "Pay" then on the drop-down



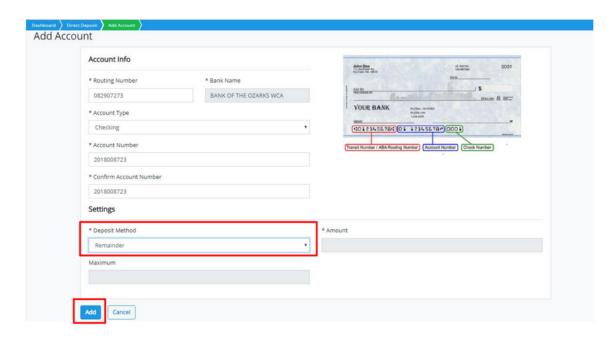
• Once selected, click on the "Add Account" Blue Button.



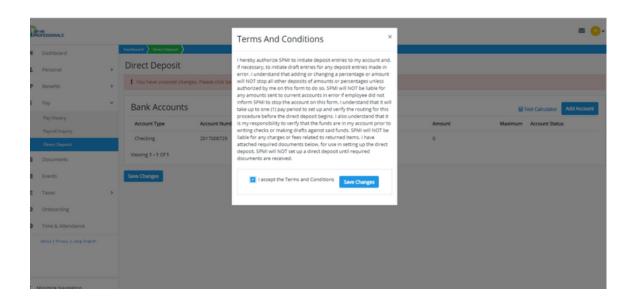
• Complete all required fields marked by an asterisk (*). An image of a sample check is provided, to guide you on the definitions of Routing Number & Account Number.



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



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.