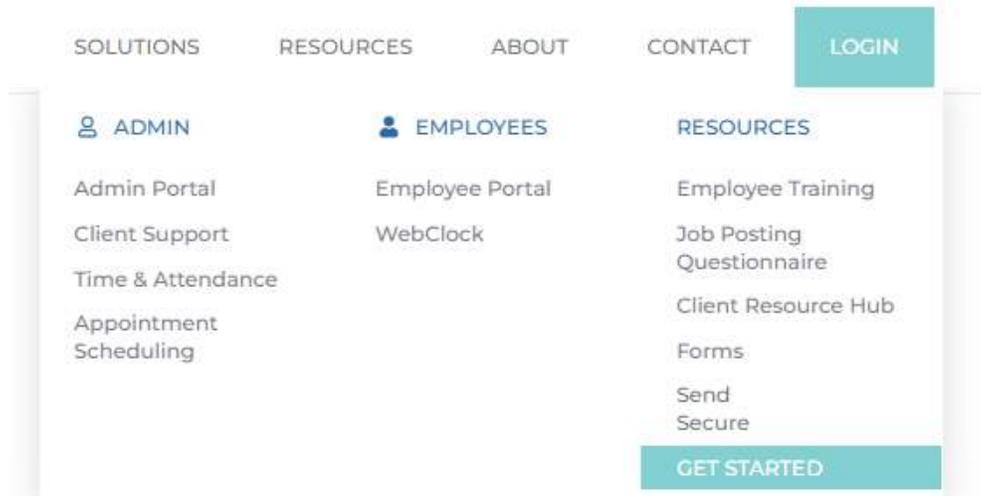




# MY HR PROS

## My HR Dashboard Employee Self Service Portal – Setup Direct Deposit

1. Go to [www.myhrprofessionals.com](http://www.myhrprofessionals.com)
2. Click on “**Login**” and Select “**Employee Portal**”



3. Enter the Username and Password you created.

*If you are a new user, please request the self-service directions so you can register as a user.*

MY HR PROS

Username

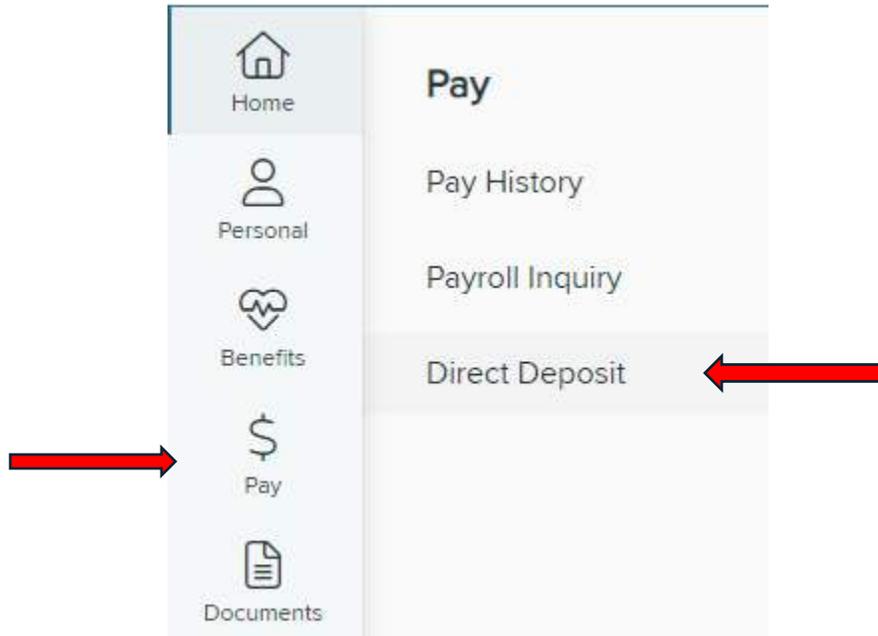
Password  
 Show

[Log In](#) [Register](#)

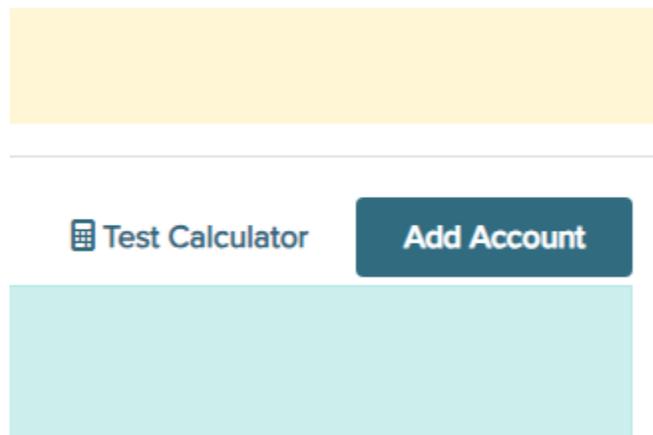
[Forgot Password?](#) [Forgot Username?](#)

Language: English ▼ [Privacy Policy](#)

4. On the left-hand side of the screen select “Pay” then select “Direct Deposit”



5. Select “Add Account”



6. Complete all required field marked by an asterisk (\*). An image of a sample check is provided, to guide you on the definitions of routing Number and Account Number

A screenshot of a web form titled 'Account Info'. The form contains several input fields: '\* Routing Number' (with a placeholder 'XXXXXXXX'), '\* Bank Name', '\* Account Type' (a dropdown menu), '\* Account Number' (with a placeholder 'XXXXXXXXXX' and a 'Show' button), and '\* Confirm Account Number' (with a placeholder 'XXXXXXXXXX' and a 'Show' button). Below these is a 'Settings' section with '\* Deposit Method' (a dropdown menu) and '\* Amount' (a text input field). At the bottom are 'Add' and 'Cancel' buttons. To the right of the form is an image of a sample check from 'YOUR BANK'. The check has a MICR line at the bottom: '⑆0123456789⑆0123456789⑆0011'. Red lines connect the first 9 digits to 'Transit Number / ABA Routing Number', the next 4 digits to 'Account Number', and the last 4 digits to 'Check Number'.

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

Settings

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\* Deposit Method ? \* Amount

Remainder ▾

Maximum

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8. 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" and save changes.