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ARTICLE PROD-2274

How to set up direct deposit in your online account

Participant

Client

PS Agent

Client Agent

This article outlines how to set up a checking or savings account in your online account to receive reimbursements or distributions via direct deposit. To watch a video tutorial, [click here](#).



Note: You can get your money faster by adding your bank account. There's no minimum reimbursement requirement for direct deposit; however, a \$25 minimum is required for checks to be issued right away. Reimbursements that don't meet this minimum requirement will be issued after additional claims are submitted to bring the total to at least \$25 or at the end of the month.

To remove your bank account, see [How to remove direct deposit](#).

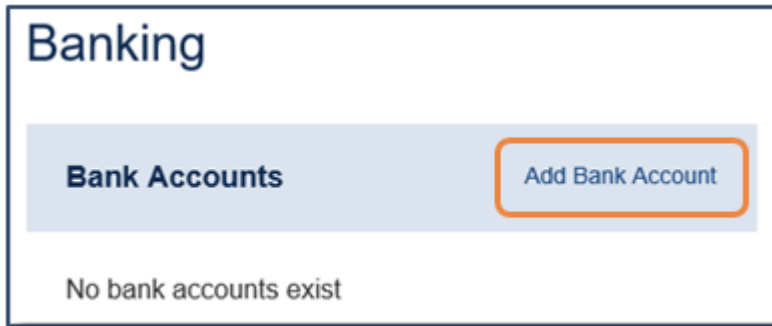
Important

- You'll need the following information to complete the direct deposit setup process:
 - Routing number
 - Account number
 - Bank name
 - Bank address
- By completing the online steps for establishing direct deposit, you're certifying the information provided is accurate. Further, the completion and submission of this information authorizes us to issue payments directly to the specified account unless otherwise notified. You understand and agree that we reserve the right to reverse any Automated Clearing House (ACH) deposit resulting in an error, in accordance with banking regulations.

To set up direct deposit in your online account, complete the following steps:

1. Navigate to the Accounts tab.
2. Under Profile, click "Banking/Cards."

3. Select the Banking sub-tab and then click "Add Bank Account."

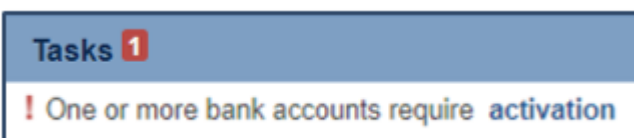


4. Provide your bank account information and click "Submit."

5. Answer the security question and indicate which plan years you want to set up with direct deposit. Then click "Continue."

Important: If your banking information can't be verified in real time, you must validate your bank account. Within one to three business days, a micro deposit between \$0.01 and \$0.99 will be made into your designated bank account, followed by an immediate withdrawal of the same amount. The micro deposit is valid for ten days.

6. After you see the micro deposit in your bank account, log in to your online account and click "activation" in the message under the Tasks section of the Home tab.




7. Type the amount of the micro deposit you received in the Amount field and then click "Submit."

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