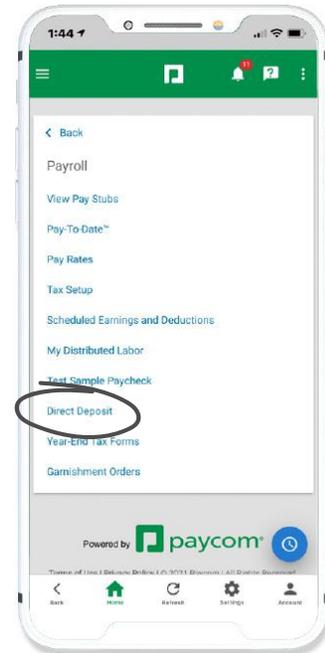# SHOW ME HOW

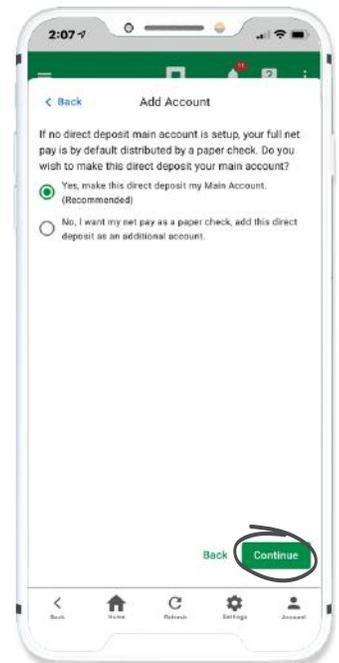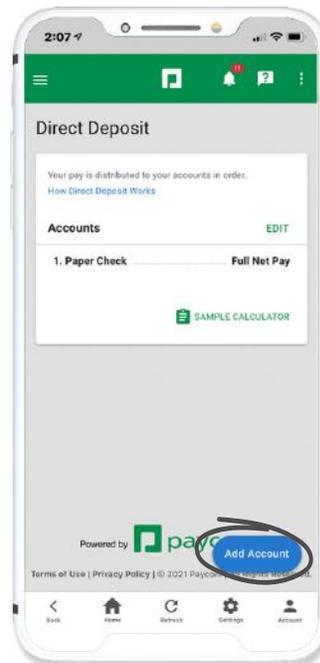## to Update My Direct Deposit Details
Payroll

> STEP 1

Log in to Employee Self-Service®
from the Paycom mobile app.
Navigate to Payroll >
Direct Deposit.

> STEP 2

Tap "Add Account" and
determine if this should be your
main direct deposit account or
an additional account and tap
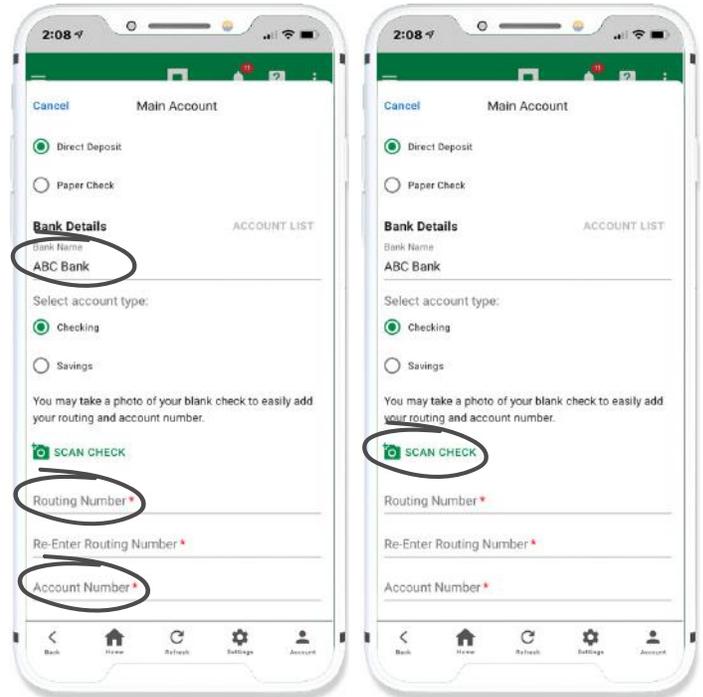"Continue."

EMPLOYEES

paycom®

to Update My Direct Deposit Details
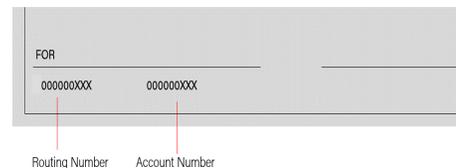### Payroll

STEP 3

Enter your Bank Name, Routing Number and Account Number manually or tap "Scan Check" and take a picture of a blank check.

To ensure accuracy, if you do not scan a check, you must manually enter the Routing Number and Account Number twice.

STEP 4

All Routing numbers will be nine digits and found accordingly on your check.

FOR

000000XXX   000000XXX

Routing Number   Account Number

Visit the Help Menu for the most up-to-date version of this guide.

paycom®

to Update My Direct Deposit Details
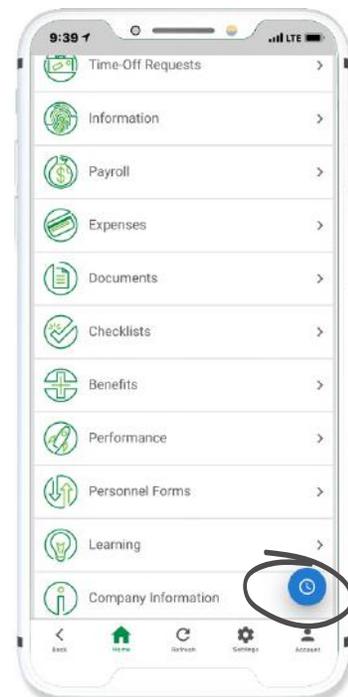### Payroll

STEP 5

Position the check in the capture window. When you're ready, click "Confirm" and the Routing Number and Account Number will display automatically.
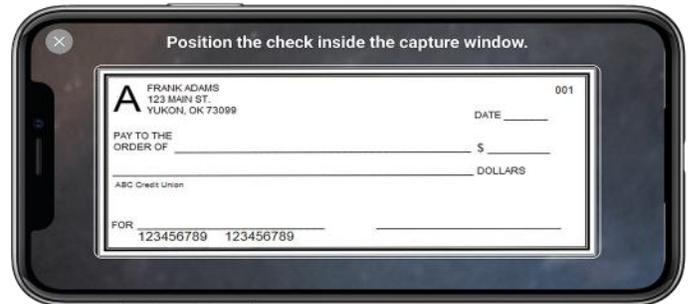
STEP 4

Add any additional bank accounts under the Distribution sections. Once all changes are complete, tap "Save."

EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

paycom®