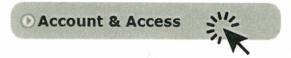
## Setting Up Direct Deposit

## 1. Log into Garnet Gateway



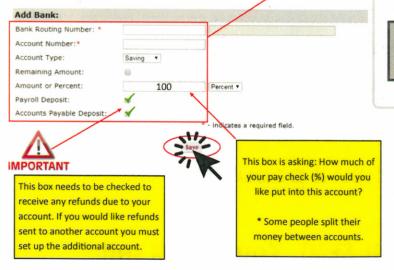
2. Select Account & Access



**3.** Under the "Finance" dropdown select "Direct Deposit."



**4.** Enter in the information in the form provided on Garnet Gateway. Hit "Save" when you have completed the form.



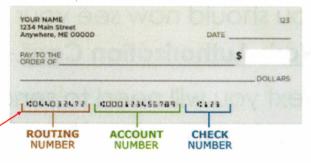
Refer to these instructions on <u>Garnet Gateway</u> to make any changes to your account in the future.

## Instructions

**EDIT:** Select a bank name to change an existing record, or select different priorities and the reorder button to change the order of existing records.

**REMOVE:** To remove a bank from either section, select the bank name, then check inactivate, Save.

ADD: Enter the bank routing number and account information to add a new bank, Save.



Your account number is **NOT** the number on your debit card, check your banking app, or call your bank to get this information.

Changes may not take effect immediately. Be mindful of when you change this information in relation to your pay day.



You are now set up to receive payment!