

Setting Up Direct Deposit

1. Log into Garnet Gateway

Refer to these instructions on [Garnet Gateway](#) to make any changes to your account in the future.

2. Select Account & Access

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.

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

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

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

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

IMPORTANT

This box needs to be checked to receive any refunds due to your account. If you would like refunds sent to another account you must set up the additional account.



This box is asking: How much of your pay check (%) would you like put into this account?
* Some people split their money between accounts.



You are now set up to receive payment!