

SHOW ME HOW

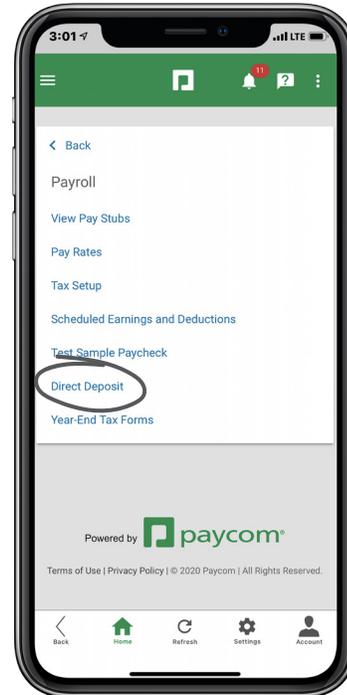
to Update My Direct Deposit Details

Payroll



STEP 1

Log in to the Paycom app.
Navigate to Payroll >
Direct Deposit.



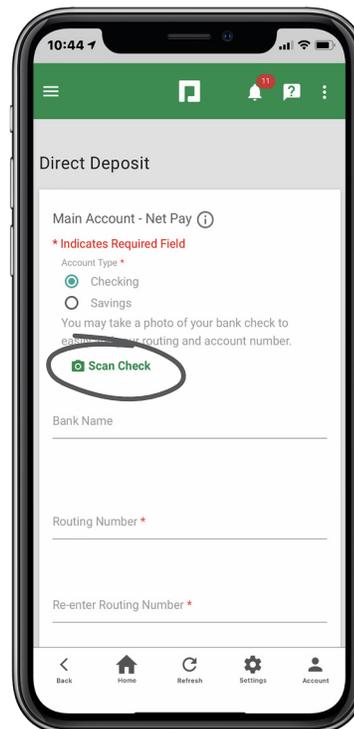
STEP 2

Choose your Account Type and
either enter your Bank Name,
Routing Number and Account
Number manually or click "Scan
Check."



Routing Number Account Number

All Routing numbers will be nine digits.



EMPLOYEES

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



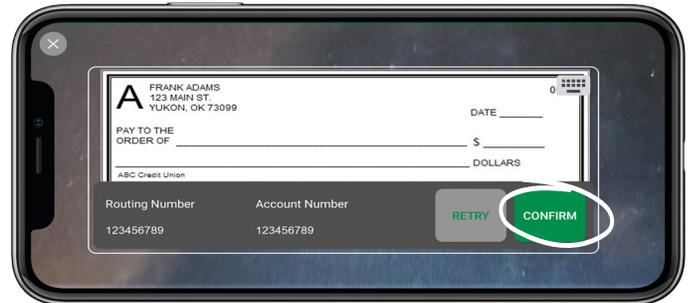
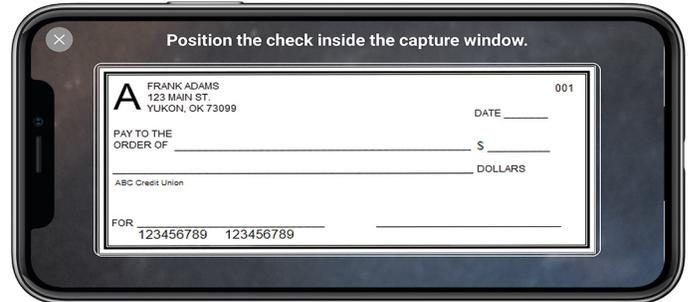
SHOW ME HOW

to Update My Direct Deposit Details Payroll



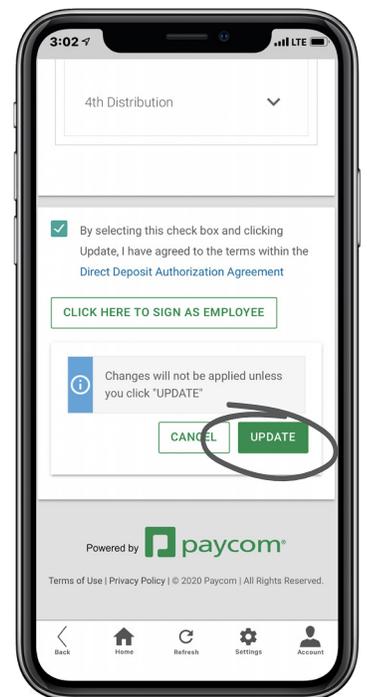
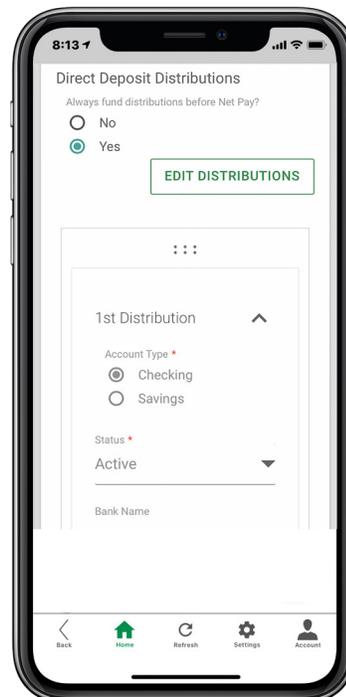
STEP 3

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, click the checkbox to agree to the terms and conditions and click "Update."



EMPLOYEES

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

