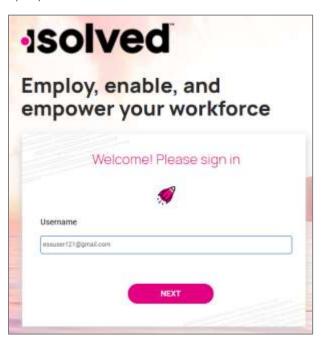## Introduction

The purpose of this article is to review how to view, edit or add **Direct Deposit** information in isolved People Cloud's Adaptive Employee Experience.

Navigation

In order to access your Direct Deposit information found under Pay › Direct Deposit, log into isolved using your email address and password you created upon authentication. Please ensure that passwords are a minimum of 12 characters (at least one lower case alpha [a-z], one upper case alpha [A-Z], one numeric [0-9], and one special character. Spaces are allowed to support the use of easier to remember passphrases. Going forward, your password will not expire. Passwords may also not duplicate any of your previous 10 passwords.

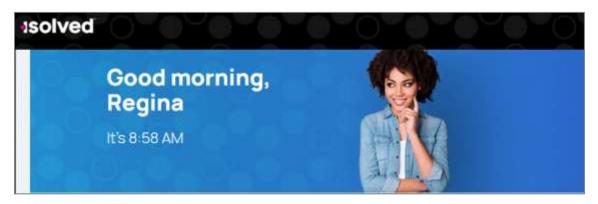1. Your first step will be to key in your Username.

2. Click on the **Next** icon.
3. Your username will appear and give you the option to rekey it by clicking on "This is not my username." If the username is correct, enter your **Password**.
4. If you have forgotten your password, click on "Forgot my password" and create a new one.
5. Once correct password is entered, click on the **Next** icon.

Welcome Page

Once logged in, you will be created by the system. Your name and time will display based on your time zone. See the example below:

Direct Deposit

You have several options to navigate to Direct Deposit.

- On the **Pay and Tax** card, click on "Direct Deposit."

- On the left side menu, click on **Pay and Tax** and then "Direct Deposit."
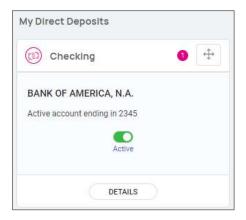
Dominion Payroll®

If you recently viewed your Direct Deposit, click on "Direct Deposit" under **Recently Visited**.

Direct Deposit

Your current Direct Deposit account (s) appear when you access this screen. The details are masked for confidentiality purposes.
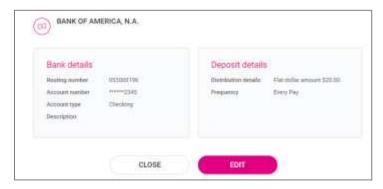

You have several options when using this screen:

- In order to deactivate this account, click on green slider labeled "Active." You will receive a confirmation asking "Deactivate this account?" Click **Deactivate** to agree. Cancel if you do not wish to deactivate this account.
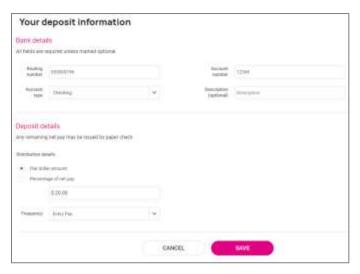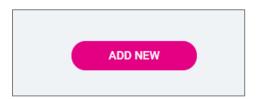
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- To view or edit your current account, click on **Details.** Your **Bank Details** appear including the:

  - o   Routing Number
  - o   Account Number (masked)
  - o   Account Type
  - o   Description (if applicable)
  - o   Distribution Details (net pay or partial amount)
  - o   Frequency (of direct deposit)

- If you wish to make a change to the current account, click **Edit.** Make any applicable changes and click on **Save.**
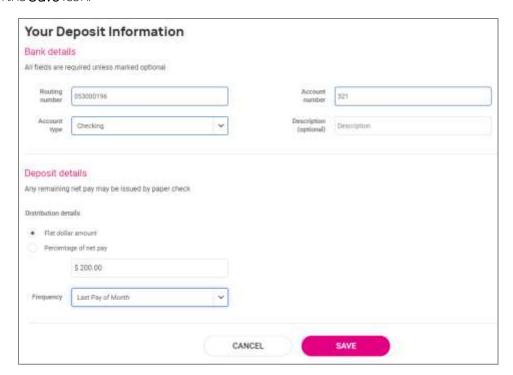

- If you wish to add a new direct deposit account, click on the **Add New** icon on the **My Direct Deposits** screen.
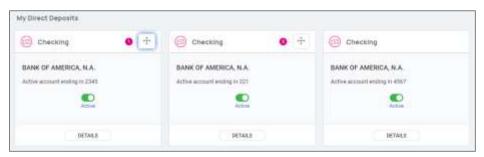
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Enter the following:

- **Routing Number:** If you enter an incorrect routing number, a message indicating "Routing number is invalid" appears. Correct the number to continue.
- **Account Number:** Enter the account number from your account.
- **Account Type:** Select the applicable check type.
- **Distribution Details:** Select either:
  - Flat dollar amount: If selected, enter the amount.
  - Percentage of Net Pay: If selected, enter the percentage.

- **Remaining Net:** You may only have one Remaining Net account.
- **Frequency:** Select how often you want the funds in this account.
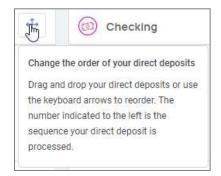- Click on the **Save** icon.

My Direct Deposits will now reflect the account you added, along with any existing accounts.

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If you have multiple bank accounts and wish to re-sort the order in which they are used for Direct Deposit, click on the "Move" icon in the upper right-hand corner of each account tile. Instructions appear on how to reorder your accounts. It is a simple drag-and-drop. See the instructions below:

Note: Any time you want to navigate back to the "Welcome" page, click on the "Home" in the upper left-hand corner of your screen.