After logging in to Self Service, select Bank Information.

To add a new account, click +Add an Account.

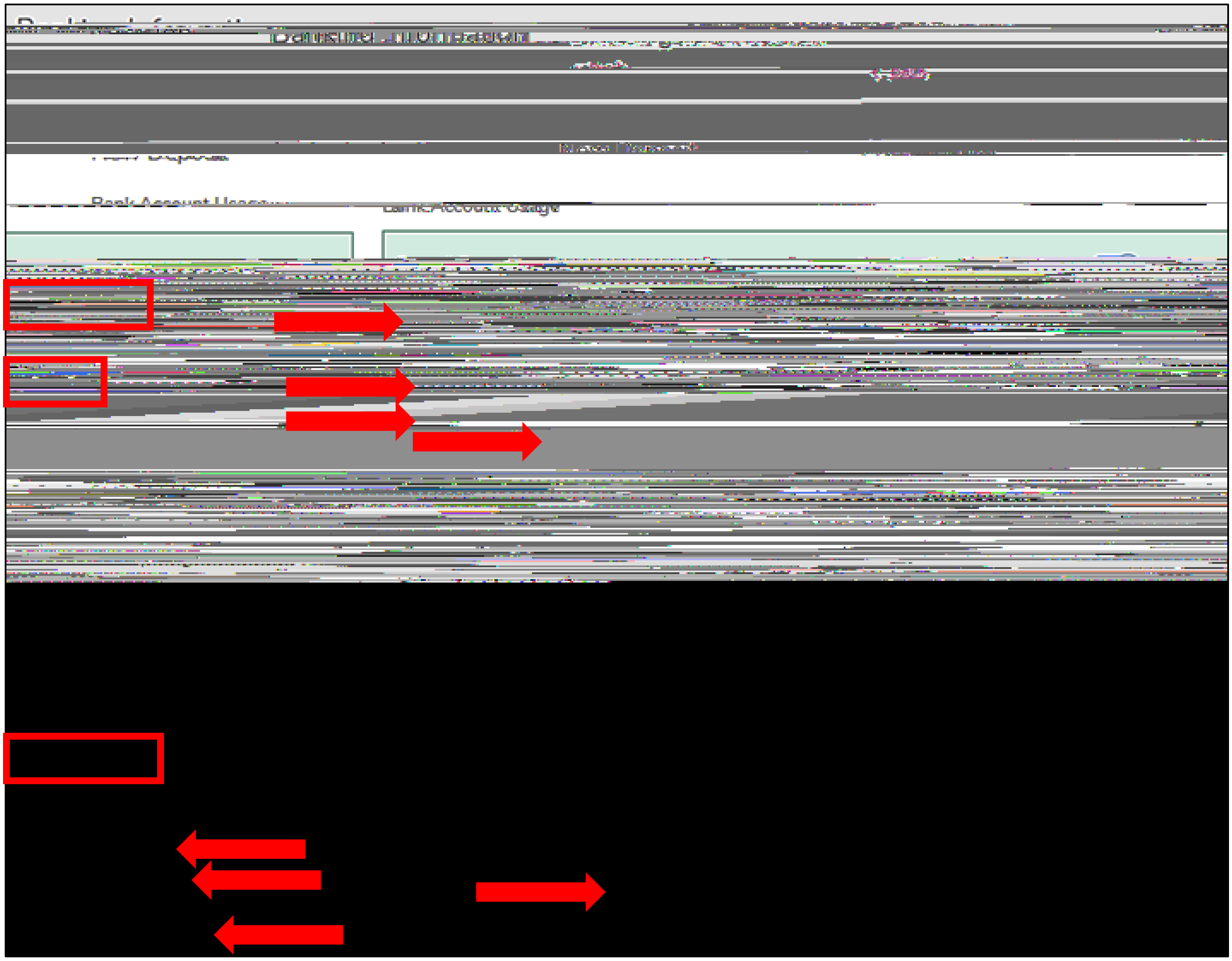
Under “New Deposit”, slide the “Activate” button to the right for Payroll Deposit. *Do NOT activate the Refund, Reimbursement & Payment Deposit*.

Effective Date: It will have today’s date in the field, if the changes need to be effective immediately. Enter a different date if this change needs to be effective on a specific date.

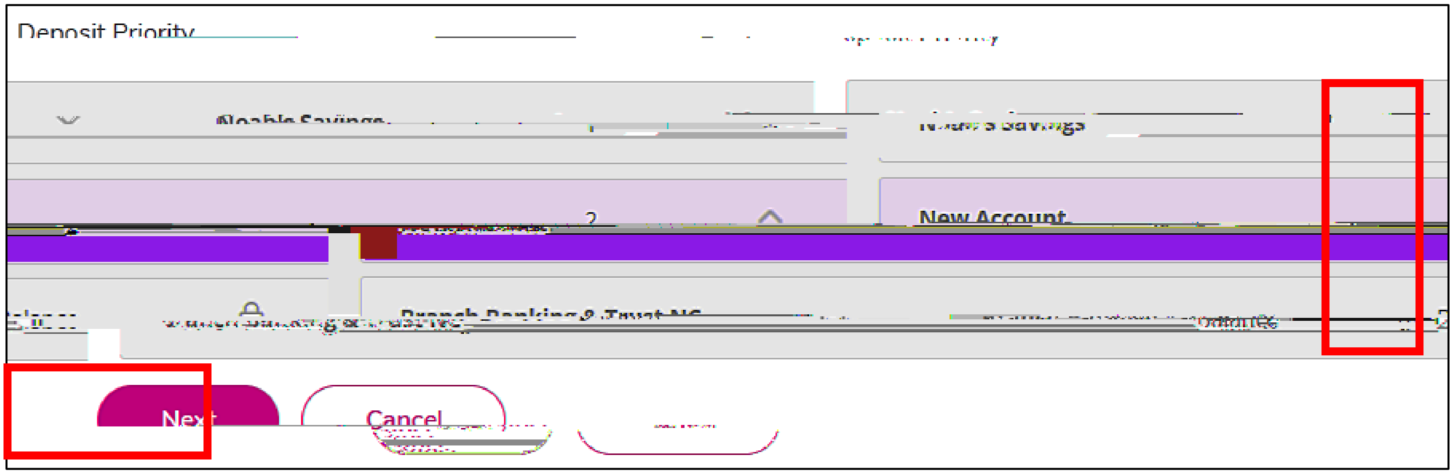
End Date: Select “No end date” if you want this change to be continuous or select an “End on” date if you want this to only be effective for a specific period of time.

Deposit Details

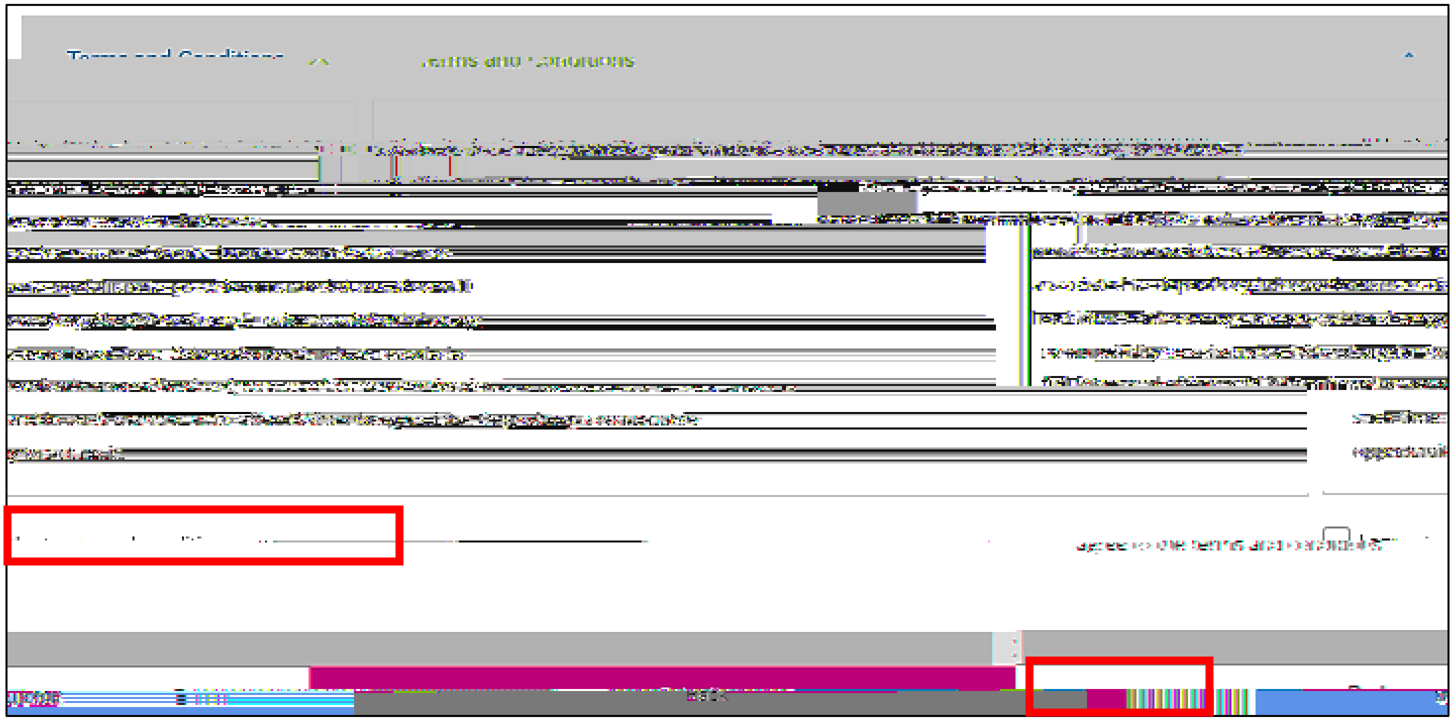
1. Select “Entire Balance” if you want your entire paycheck to be deposited into this account.
2. Select “Specific A _ cific A _ c˝E eis 1 eis 1 1


Banking Information
Bank Account Usage

Deposit Priority: If this is the first time setting up a bank account, click Next. If accounts have already been set up, use the arrows on the right side to change priority and click next. *The account with “Remaining Balance” will always be last*.

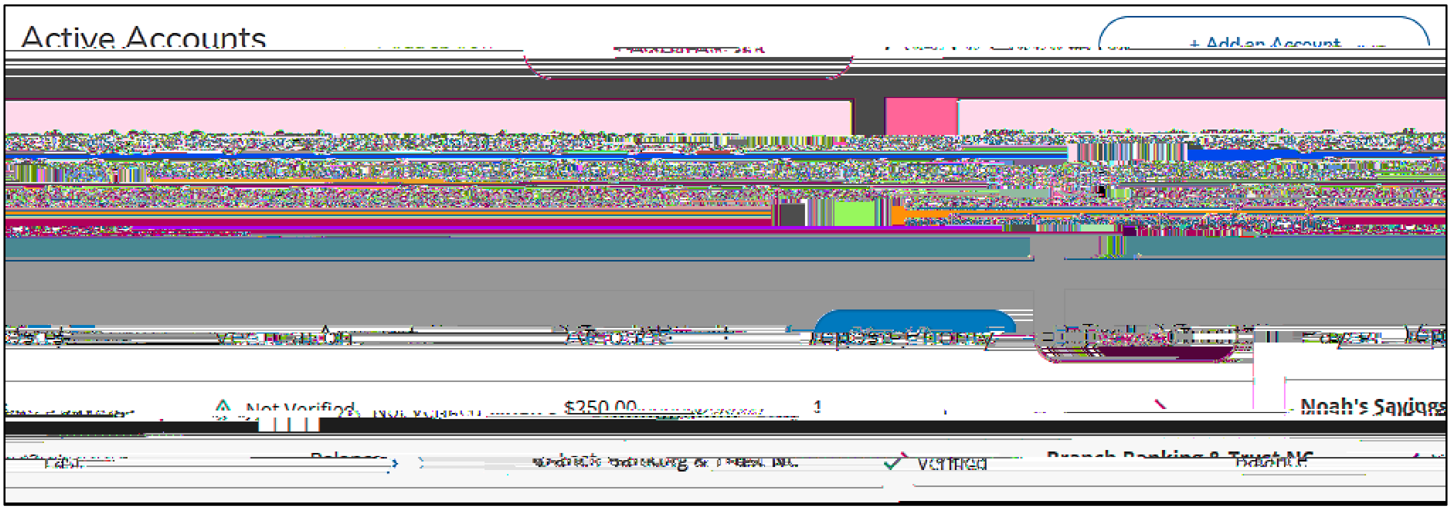

Deposit Priority
New Account
2
Next
Cancel

Once you have triple-checked all information, check the “I agree to the terms and conditions” and click Submit. *You will be responsible for any fees that are incurred if incorrect information is provided.*


Terms and Conditions
Terms and Conditions
I agree to the terms and conditions

Once submitted, you should see the added account(s) under “Active Accounts”. Newly added account(s) will then by verified. This will not happen immediately.

To edit an account, click the name of the account under “Payroll Deposits”. Go back to pages 2-4 to modify any information on the account. If you want to place an “End on” date for a particular payroll deposit account, please see instructions on page 2. To view all accounts, active and inactive, click “View All” in the top right-hand corner.


Active Accounts
+ Add an Account
Not Verified
$250.00
1
Noah's Savings
Verified
Branch Banking & Trust NC