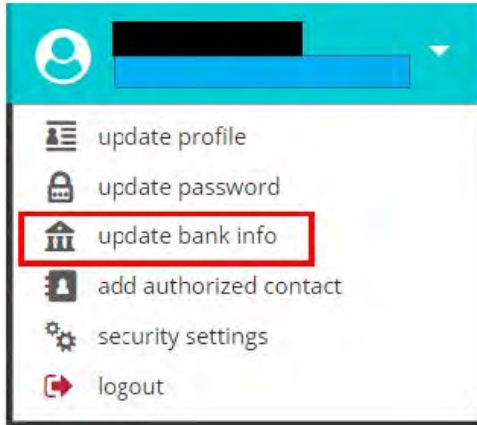


# Adding Direct Deposit

To sign up for direct deposit, see the directions below:

1. Log in to [www.naviabenefits.com](http://www.naviabenefits.com)
2. at the top of the screen, click on your name and select “update bank info”:



3. On the next screen input your banking information and click “save and update”:

A screenshot of the 'Bank Account Information' form. On the left is a sidebar with navigation links: 'Personal Information', 'Bank Account Information' (highlighted with an orange bar), 'Email & Correspondence Settings', 'Authorized Contacts', 'Your Password', and 'Security Settings'. The main content area has the title 'Bank Account Information' and a message: 'You are not currently signed up for direct deposit. If you would like to add direct deposit information and receive reimbursements directly to your bank account, enter your bank account information below.' Below this is a note: 'For checking accounts, use a personal check to find the information below. Do not use a deposit slip.' There are two input fields: 'Routing Number' and 'Bank Account Number', both highlighted with red rectangles. Below them is the 'Account Type' section with radio buttons for 'Checking' (selected) and 'Savings'. A long text box contains an authorization statement. At the bottom, there are two buttons: 'save and update' (highlighted with a red rectangle) and 'cancel'.

Please allow 48 hours for processing your bank information.