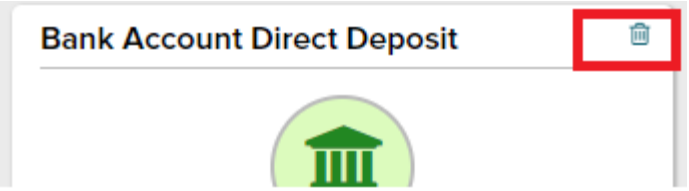
Adding Your Direct Deposit Information

All direct deposit changes are now prenoted. It can take up to 3 pay cycles for your direct deposit to take effect. You will receive a LIVE PAPER CHECK mailed to your home address until the direct deposit is prenoted.

NOTE: If you have an existing account listed, you will need to click the "Trash Icon" to delete the old account before adding a new account.



NOTE: If you need to edit an existing account, hit "Edit" under the account and make the change. Then hit "Done".

NOTE: If you want to enroll in an ADP Wisely card, you will need to complete the direct deposit form and select ADP Aline Card and send to hr@channelpartners.com.

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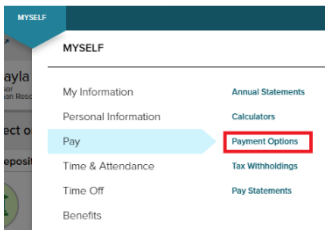
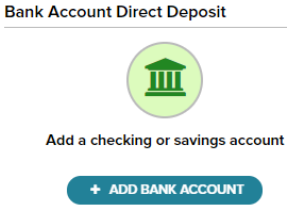
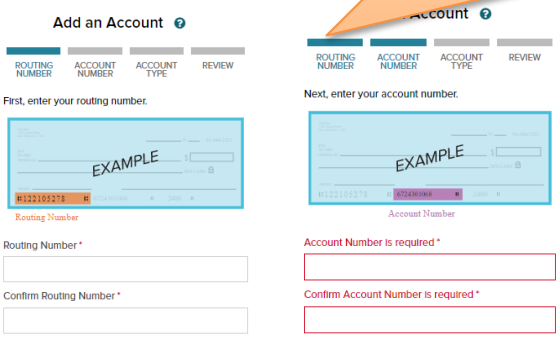
1. **Log into ADP**, at workforcenow.adp.com
2. **Go to Myself >Pay >Payment Options**



2. **Click Add Bank Account (+) to add a direct deposit.**

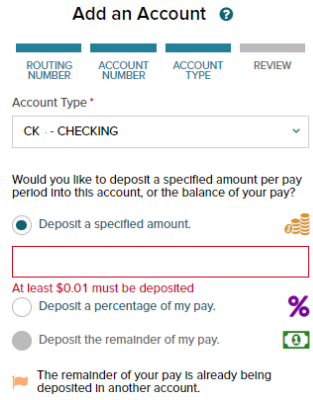


3. Enter the nine-digit Routing/Transit/ABA number that identifies your bank. The hit "Next".
Double-check this number to make sure that you entered it accurately.
4. Add the Account Number. Then hit "Next".
Double-check this number to make sure that you entered it accurately.



5. Select the Account Type. Either Checking or Savings.

6. Specify the type of deposit: Specified Amount, Percentage or Remainder of Pay.

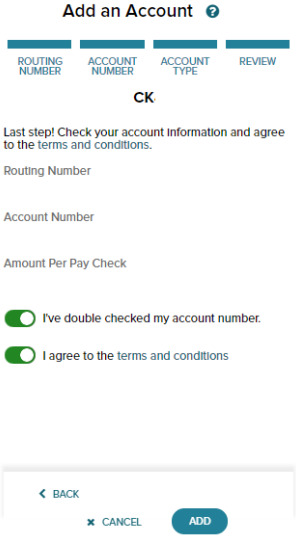


7. Review the New Account Information.

8. Select the Two Boxes at the Bottom and then Hit "Add"

9. Then you will need to choose to verify the information by either receiving a security code by email or text. **Select the delivery method.**

10. Enter in the verification code you received either by email or by text. Note: The code expires after 10 minutes.

11. Hit Submit code to complete the direct deposit change.

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