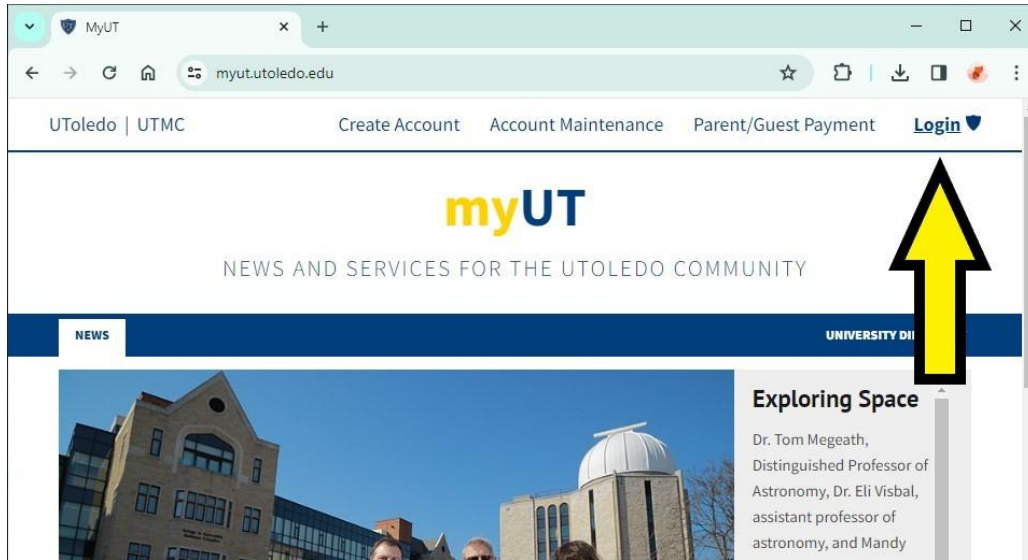
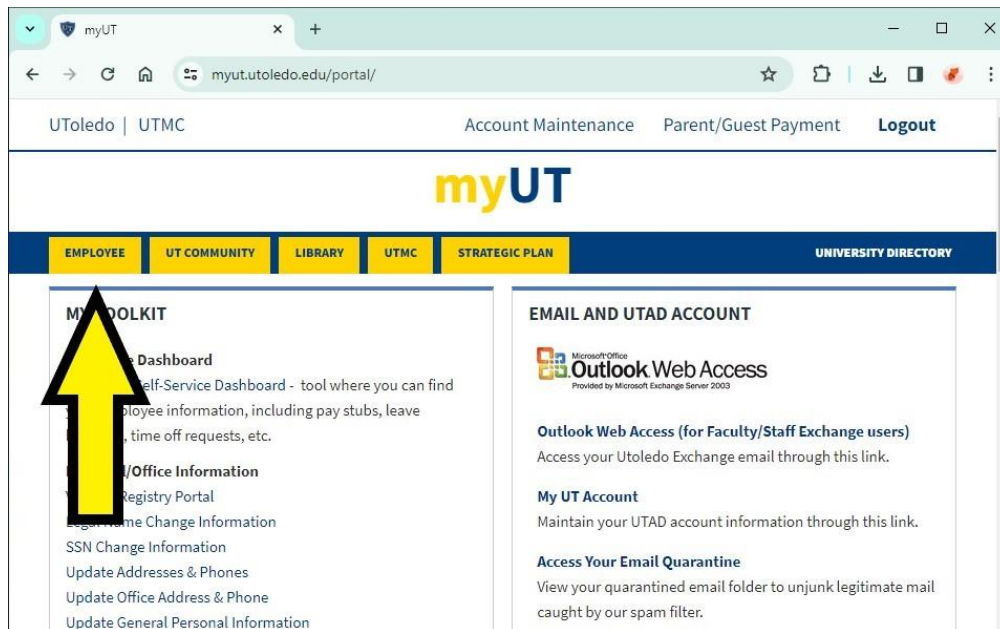


Setting up your Direct Deposit

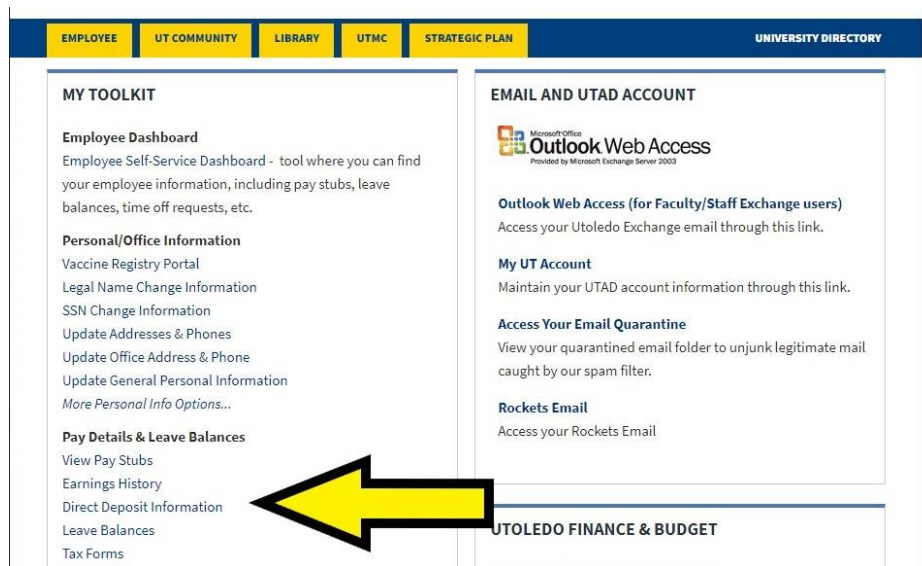
1. Log into <http://my.utoledo.edu>



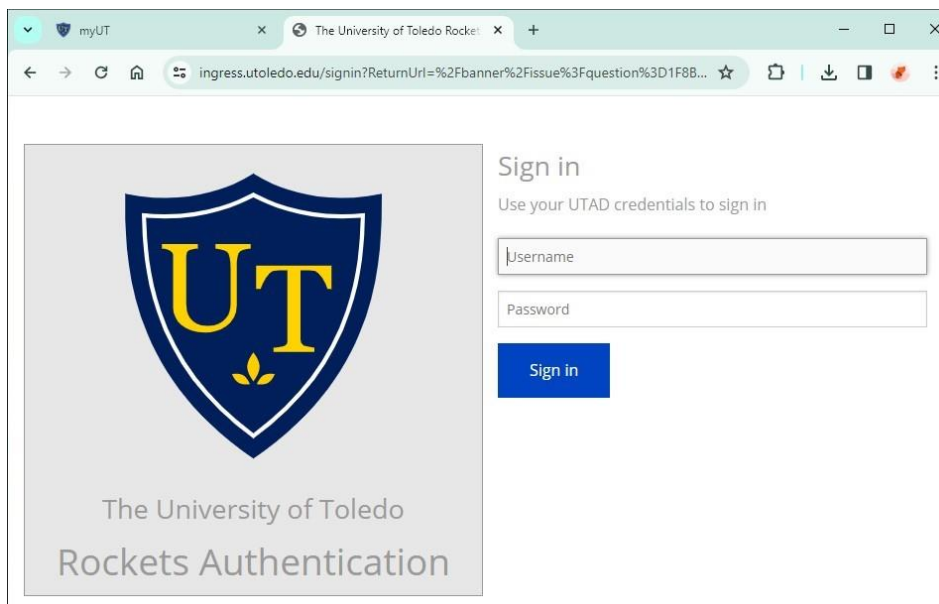
2. Make sure you are on "Employee" tab



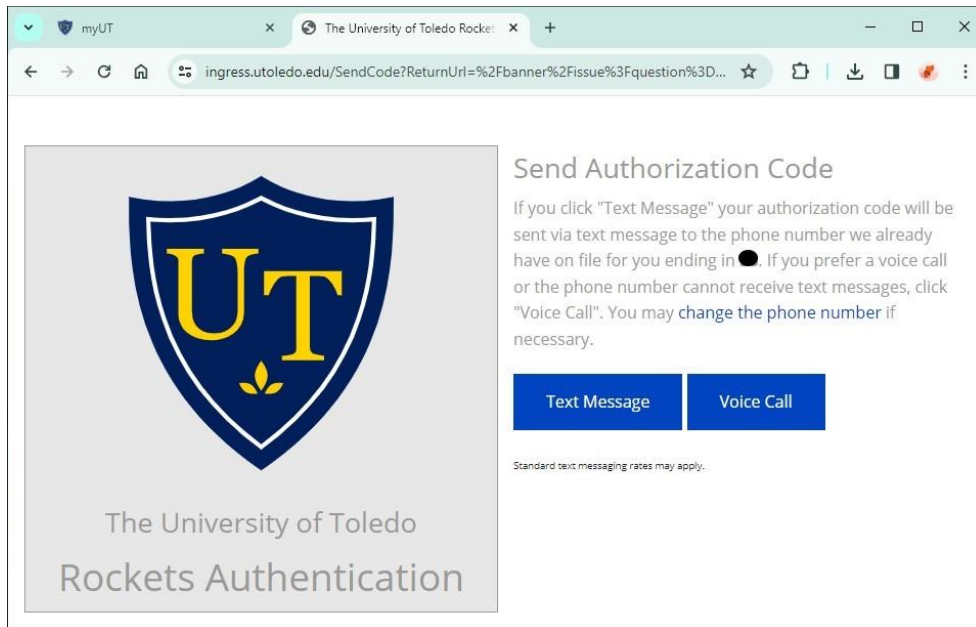
3. Scroll down and select “Direct Deposit Information”
 - a. It is located under the Pay Details & Leave Balances in the MY TOOLKIT section



4. Log in using Two Factor Authentication
 - a. Sign In



b. Select Authentication Choice



The screenshot shows a web browser window with the URL `ingress.utoledo.edu/SendCode?ReturnUrl=%2Fbanner%2Fissue%3Fquestion%3D...`. The page features the University of Toledo logo on the left and the heading "Send Authorization Code" on the right. Below the heading, there is explanatory text and two buttons: "Text Message" and "Voice Call".

Send Authorization Code

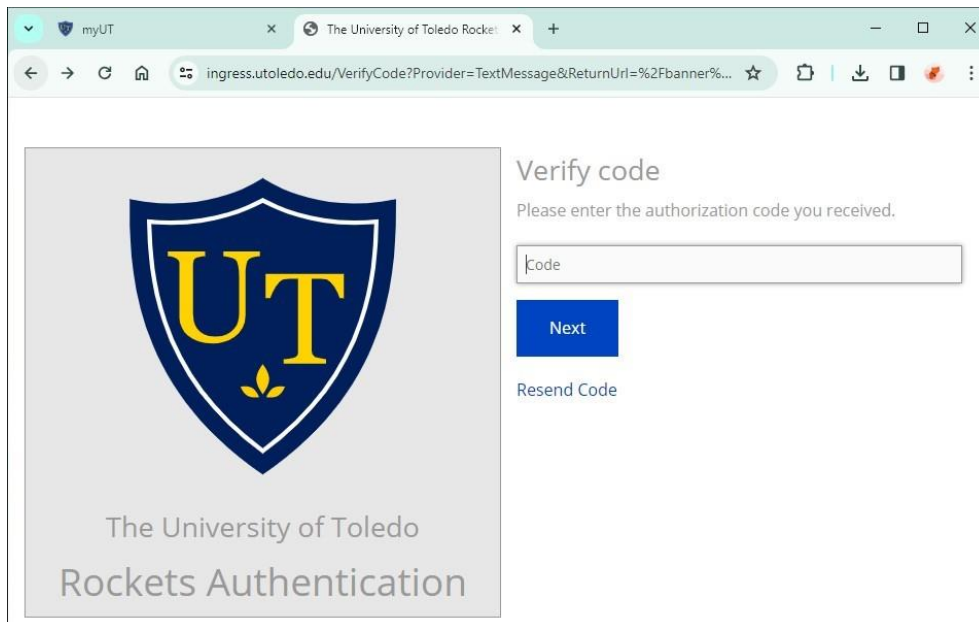
If you click "Text Message" your authorization code will be sent via text message to the phone number we already have on file for you ending in [redacted]. If you prefer a voice call or the phone number cannot receive text messages, click "Voice Call". You may change the phone number if necessary.

[Text Message](#) [Voice Call](#)

Standard text messaging rates may apply.

The University of Toledo
Rockets Authentication

c. Enter Verification Code



The screenshot shows a web browser window with the URL `ingress.utoledo.edu/VerifyCode?Provider=TextMessage&ReturnUrl=%2Fbanner%...`. The page features the University of Toledo logo on the left and the heading "Verify code" on the right. Below the heading, there is a text input field for the code, a "Next" button, and a "Resend Code" link.

Verify code

Please enter the authorization code you received.

[Next](#)

[Resend Code](#)

The University of Toledo
Rockets Authentication

5. Add Direct Deposit Allocation

myUT Direct Deposit Allocation

selfservice.utoledo.edu/prod/web_direct_deposit_emp.LIST_DIRECT_DEPOSIT

Personal Information Employee

Search [] Go [] SITE MAP HELP EXIT

Direct Deposit Allocation

The following accounts are listed in the order in which your pay has been distributed. See [HELP](#) for information on how to change your direct deposit allocation.

There is a maximum of three accounts that you can set up for direct deposit. You can designate either a flat dollar amount or a percentage to each of the accounts. If any of your accounts are going to have a flat dollar amount assigned to it, you must list those first as they need to have the first priority. The accounts that are designated with a percentage will need to be listed after the flat dollar amounts.

Below is the current bank account information that is on your payroll direct deposit record. If you choose to change this information please click on the "Bank Name".

Bank Name	Routing No.	Account Number	Account Type	Amount or Percent	Action
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Delete
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Delete

[Click here to add an account](#)

[Earnings History | Pay Stub]

RELEASE: 8.2

6. Enter your bank account information and click continue

- a. Your Bank's Routing Number
- b. Your Account #
- c. Amount or Percentage

NAME [] 0123
ADDRESS []
CITY, STATE, ZIP [] 01-23456789

DATE []

PAY TO THE ORDER OF [] \$ []

BANK NAME []
ADDRESS []
CITY, STATE, ZIP []

FOR []

⑆0⑆23456789⑆ 0⑆234567890⑆23⑆ 0⑆123

Bank Routing Number Bank Account Number Check Number

Below is the current bank account information that is on your payroll direct deposit record.

Bank Name	Routing No.	Account Number	Account Type	Amount or Percent
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

I hereby authorize The University of Toledo to initiate electronic funds transfers to my account (check one):

Savings account at the bank indicated below

Checking account at the bank indicated below

Routing No: []

Account Number: []

Amount or Percent []

Continue []

Please Select
Please Select
Amount
Percent

7. Verify Information and Submit

Personal Information Employee

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Direct Deposit Allocation

Please verify data you have entered.

If the information below is correct, click the "Submit" button and an email confirmation will be sent to your UT email address. If the information is not correct or Bank Name is "INVALID", you may use the "Cancel" button to go back and re-enter your information.

Account Type:
Routing No:
Bank Name: UT-MUO FEDERAL CREDIT UNION
Account Number:
Amount or Percent:

I acknowledge that clicking the button below represents my signature.

UTFCU Credit Union Routing Number



Savings Account Number will be your member number and add the number "1" at the end of it.

I.E. if your member number "123456" you would enter: 1234561

If you want to have the direct deposit into your checking account, it will be a 13 digit account number. New checks have a 13 digit account number, if you have the old checks, call for your full 13 digit account number.