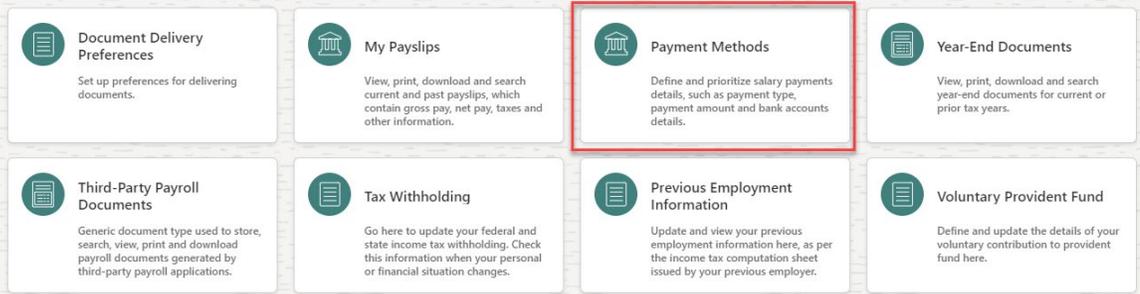
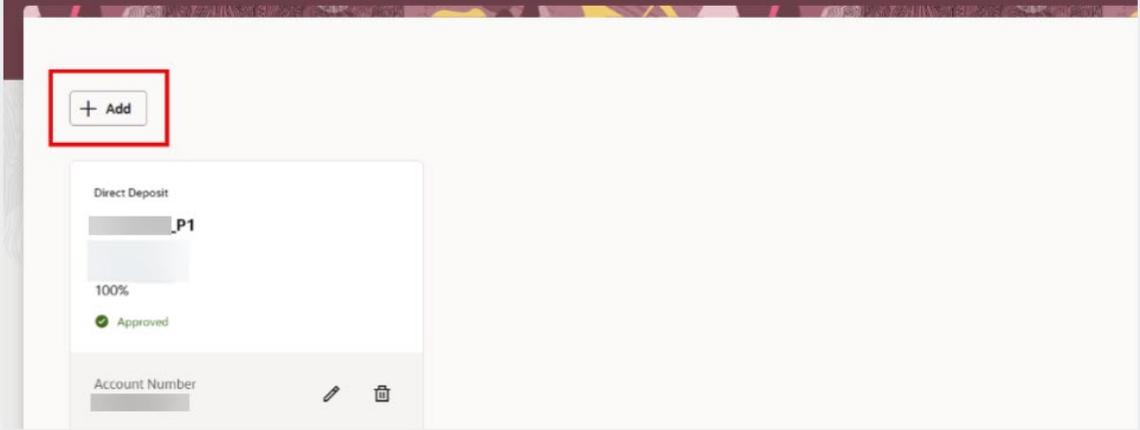


How to Add a Bank Account(s) for Direct Deposit in Oracle Cloud Job Aid

This job aid will instruct UWH employees how to add a bank account or multiple bank accounts for direct deposit.

Step	Action
1	Open Oracle Cloud .
2	<p>Click the Pay tile under the Me tab.</p>  <p>The screenshot shows the Oracle Cloud dashboard with the 'Me' tab selected in the top navigation bar. Below the navigation bar, there are two columns: 'QUICK ACTIONS' and 'APPS'. The 'Pay' tile in the 'APPS' column is highlighted with a red box.</p>
3	<p>Click Payment Methods.</p>  <p>The screenshot shows a grid of tiles. The 'Payment Methods' tile is highlighted with a red box. It contains the text: 'Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.'</p>
4	<p>Click the +Add button to create another bank Personal Payment Method/Bank Account.</p>  <p>The screenshot shows a '+ Add' button highlighted with a red box. Below it, there is a preview of a 'Direct Deposit' form with fields for account number and a status of 'Approved'.</p>
5	Enter the details of the new payment method created.

New Payment Method []

Details

What do you want to call this payme... Payment Type
Direct Deposit

Required

Payment Amount
Percentage Percentage

Required

Amount

Percentage

Select an account

6 Enter the details for the new account.

Bank Details

Select an account

New Account Existing Account

Account Number Account Type

Required Required

Routing Number Bank

Required

Bank Branch

7 Enter your routing number.



8

Once all the details have been entered, click on Create to add the new payment method.

9

Repeat these steps if you would like to add additional bank accounts.

