

## Process:

Step One: In Workday, select the Menu in the top left corner of the screen. From there, select the “Benefits and Pay” App.

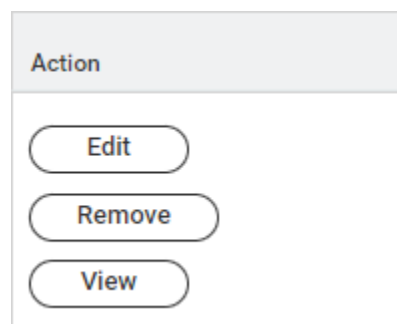


Step Two: Select, “Payment Elections” under the Tasks and Reports section.

## Tasks and Reports

Payment Elections

Step Three: Locate the existing account and select “Edit”. If you need to remove the account, you’ll need to add a new bank account first.



## Account Information

Account Type \* ☒ Checking ☐ Savings

Routing Transit Number \*

Account Number \*

Bank Name \*

Bank Identification Code

Account Nickname (optional)

