1. Navigate to the Direct Deposit on Mingle log-in screen by visiting the Employee Self-Service (ESS) web page. Click on My direct deposit, found under the green My Pay banner.

2. Sign in using your MCPS username and password.
3. To add a direct deposit account, click Add.

4. **Read the authorization statement** at the bottom of the screen. **Select the circle** that indicates whether or not you agree with the statement. Click Continue. If you do not agree, you will be returned to the first screen.
If you don’t already have a direct deposit account and are opening an account for the first time, you will be asked how many accounts you plan to open. You may open a maximum of two. Enter a 1 or 2 and click Continue.

Be sure to read the next screen, then click Continue.
5. You will need your bank’s routing and account numbers for the next step. Enter or click the—

- **name of the bank** where you want your pay deposited (either enter the name of your bank, or click the **magnifying glass** to search for your bank by name or routing number),

- **description or name** of the direct deposit account (i.e., Direct D, My Acct),

- **account type** (i.e., checking or savings),

- bank’s **routing number** (this will be entered automatically if you use the bank name search function), and

- **account number**.

   Click **Update**.

6. To add a second account, click **Add**.
7. **Repeat Step 5** above for the second account. In addition, you will need to indicate either a flat amount or percentage of your net pay to be deposited into the second account.

**Changing the default account**—

The first account you open is designated as the default account. Once the secondary account receives the distribution assigned to it, the default account receives all remaining funds.

8. To change your default account, click **Select New Default**.
9. If you wish to make your second account the default, begin by selecting the circle to the left of the bank’s name.

10. Enter a new amount or percent for the old default account and click Update. The updated screen will indicate the default account has changed.