



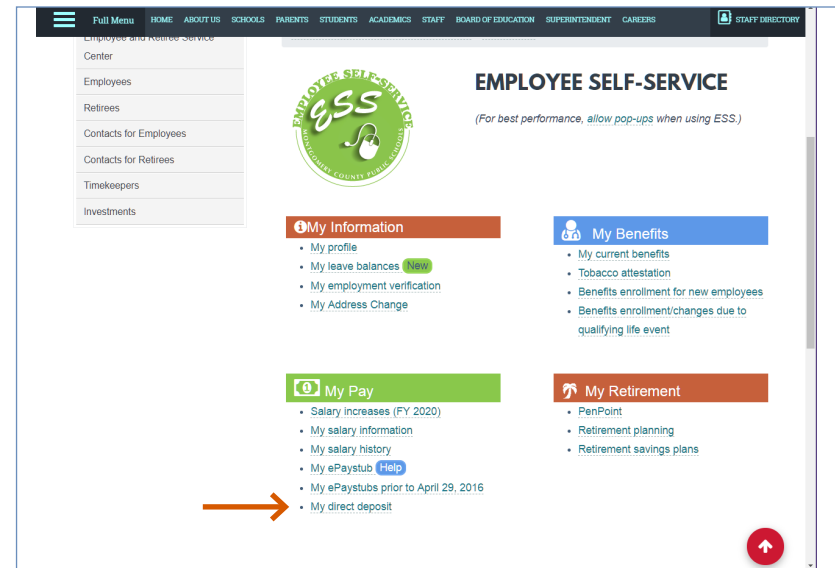
Employee & Retiree Service Center

QUICK START GUIDE

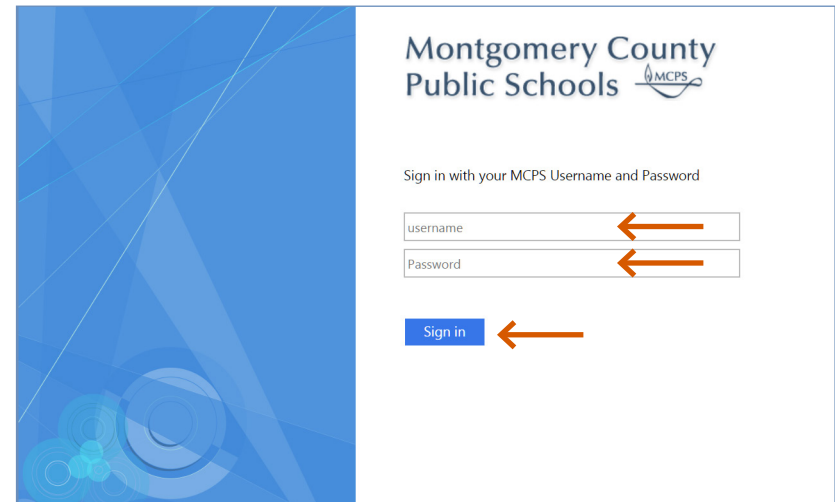
My Direct Deposit

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

** If accessing ESS remotely, you must first securely log in to the MCPS network via Windows Virtual Desktop (WVD), Terminal Services Gateway (TSGateway), or the Virtual Private Network (VPN). Log in to your MCPS Google account (@mcpsmd.net account) to see the [MCPS Remote Access Support Guide](#).*



2. Sign in using your MCPS username and password.





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3. To add a direct deposit account, click **Add**.

Direct Deposit ? ↩

Accounts

You may open up to 2 account(s).

To open a bank account, you will need your bank routing and account numbers.

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.

Direct Deposit ? ↩

Accounts

You may open up to 2 account(s).

To open a bank account, you will need your bank routing and account numbers.

Add

Authorization

I hereby authorize my employer, Montgomery Cnty Public Schools, to initiate credit entries and if necessary, to initiate debit entries and adjustments for any credit entries in error to my accounts. This authority is to remain in full force until Montgomery Cnty Public Schools has received written notification from me of its termination in such timely manner as to give Montgomery Cnty Public Schools and my financial institution a reasonable opportunity to act on it, or until the termination of my employment.

→ I agree with this statement.

I do not agree with this statement.

→ **Continue** **Cancel**



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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**.

Direct Deposit

Accounts

You may open up to 2 account(s).

To open a bank account, you will need your bank routing and account numbers.

Add

Authorization

How many accounts do you plan to open?

2

Continue Cancel

Direct Deposit

Accounts

You may open up to 2 account(s).

To open a bank account, you will need your bank routing and account numbers.

Add

Authorization

Because your pay could vary from pay period to pay period, you must create a default account. A default account is like a safety net and it ensures that all of your pay is designated to a bank account. Your default account is designated at 100%. That is, 100% of anything that is left over after all other distributions have been made.

Click Continue to enter your default account information.

Continue Cancel



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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**.

The screenshot shows the 'Direct Deposit' form with the following fields and values:

- Bank: EDUCATIONAL SYSTEMS FCU
- Description: Direct D
- Account Type: Checking (selected)
- Routing Number: 255077008
- Account Number: 987654
- Effective Date: 08/20/2019
- Percent of Net: 100%

Orange arrows point to the Bank, Description, Account Type, Routing Number, and Account Number fields. The 'Update' button is also highlighted with an orange arrow.

6. To add a second account, click **Add**.

The screenshot shows the 'Direct Deposit' form with a table of accounts:

Bank	Order	Account	Description	Type	Amount	
EDUCATIONAL SYSTEMS FCU	1	987654 Default	Direct D	Checking	100.00%	Close Account

The 'Add' button is highlighted with an orange arrow.



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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.

Direct Deposit

Accounts
You may open up to 1 account(s).

Bank	Order	Account	Description	Type	Amount	
EDUCATIONAL SYSTEMS FCU	1	987654 Default	Direct D	Checking	100.00%	Close Account

[Add](#)

Authorization
Required fields are indicated.

Bank * CITIBANK NA

Description * Direct D

Account Type * Checking Savings

Effective Date * 08/20/2019

[your name]
[your street address]
[city/state/zip]
US

Deposit _____ AMOUNT

Flat Amount or
Percent of Net 10

Routing Number * 221172610 Account Number * 123456

[Update](#) [Cancel](#)

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**.

Direct Deposit

Accounts
The maximum number of accounts you may open is 2.
To open an account, you must first close one.

Bank	Order	Account	Description	Type	Amount	
CITIBANK NA	1	123456	Direct D	Checking	10.00%	Close Account
EDUCATIONAL SYSTEMS FCU	2	987654 Default	Direct D	Checking	100.00%	Close Account

[Select New Default](#)



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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.

Direct Deposit

Accounts

Select a new default.

Select Account	Bank	Order	Account	Description	Type	Amount
<input type="radio"/>	CITIBANK NA	1	123456	Direct D	Checking	10.00%
<input checked="" type="radio"/>	EDUCATIONAL SYSTEMS FCU	2	987654 Default	Direct D	Checking	100.00%

Cancel

Direct Deposit

Accounts

Select a new default.

Select Account	Bank	Order	Account	Description	Type	Amount
<input checked="" type="radio"/>	CITIBANK NA	1	123456	Direct D	Checking	10.00%
<input type="radio"/>	EDUCATIONAL SYSTEMS FCU	2	987654 Default	Direct D	Checking	100.00%

Cancel

Detail

Your old default account is shown here and was previously designated at 100%. Please enter a new amount or percent.

Bank Name EDUCATIONAL SYSTEMS FCU
Routing Number 255077008
Account Number 987654
Effective Date 08/20/2019

Flat Amount

or

Percent of Net

Update Cancel

Direct Deposit

Accounts

The maximum number of accounts you may open is 2.
To open an account, you must first close one.

Bank	Order	Account	Description	Type	Amount	
EDUCATIONAL SYSTEMS FCU	1	987654	Direct D	Checking	20.00%	Close Account
CITIBANK NA	2	123456 Default	Direct D	Checking	100.00%	Close Account

Select New Default

