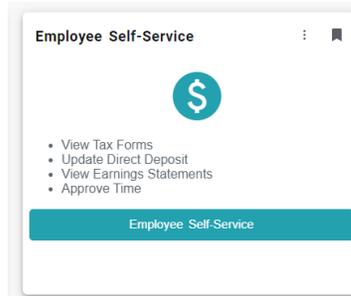


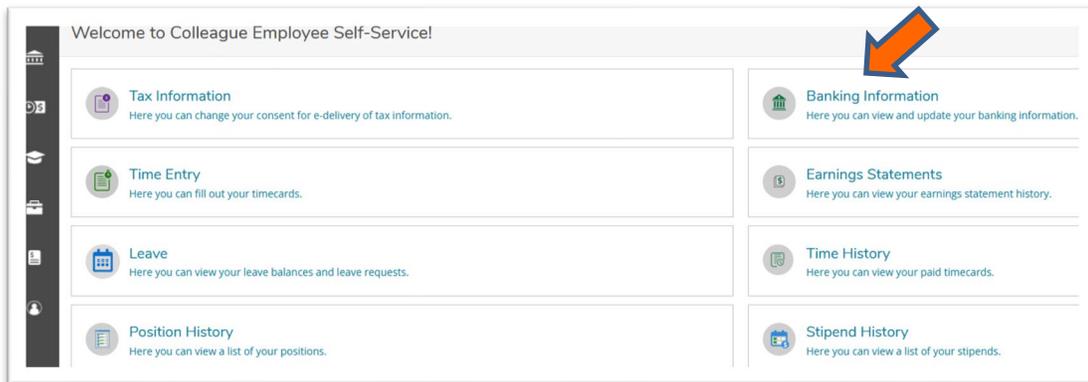
- Go to www.cotc.edu, then log-in to my.cotc.edu,



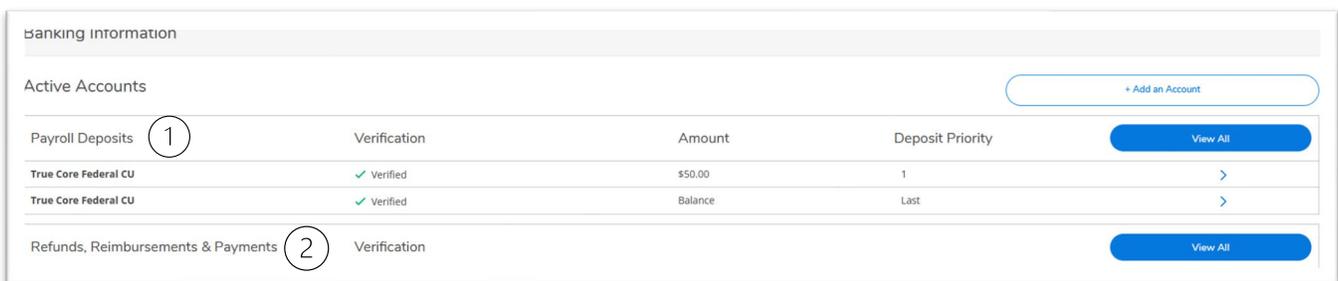
- Find the Employee Self Service card.



- Once inside Self Service, click on Banking Information:



- Note there are multiple sections, ① Payroll and ② Refunds, Reimbursements & Payments.



Depending on which situation you want, make a selection:

- Select Payroll Deposits for employee Direct Deposit.
- Select Refunds, Reimbursements, & Payments for student refunds or employee reimbursements other than Payroll (i.e. mileage reimbursements).

Payroll Direct Deposit

- For this example, we are making a change to an existing Payroll account. Click +Add an Account.

Banking Information

Active Accounts + Add an Account

Payroll Deposits	Verification	Amount	Deposit Priority	
True Core Federal CU	✓ Verified	\$50.00	1	>
True Core Federal CU	✓ Verified	Balance	Last	>

Refunds, Reimbursements & Payments Verification View All

- You will need to confirm the account number of an existing account before proceeding. Input the complete Account Number, then click Confirm.

Confirm your bank account number

True Core Federal CU Account Ending: ...1747
Bank Account Number

You must confirm a pre-existing account number to continue.

Cancel Confirm

- Select which option you wish to add an account to, Payroll or Refund/Reimbursement by swiping the radio button. Since we are adding an account to Payroll, swipe Activate on the Payroll side.

Banking Information

< Back

New Deposit

Bank Account Usage

Payroll Deposit 1 Activate

Refund, Reimbursement & Payment Deposit 2 Activate

Next Cancel

- Select an Effective Date. If no foreseeable change, select No end date. Also, select if you want this change to affect the Entire Balance, or a Specific Amount. For this example, we are choosing to add an account with \$1 being deposited per pay.

New Deposit

Bank Account Usage

Payroll Deposit 1 Activate

Refund, Reimbursement & Payment Deposit Activate

Effective Date 4/21/2022

End Date No end date End on: M/d/yyyy

Deposit Details

Select the amount of your paycheck to be deposited

Entire Balance Specific Amount \$1.00 Remaining Balance

Deposit Priority

True Core Federal CU	1	▼
New Account	2	▲
True Core Federal CU	Balance	🔒

Click Next to set-up the new account details.

- After the pop-up appears, complete the requested fields, click on the agreement, and Submit.

The screenshot shows a form titled "Edit Bank Account Details" with a "New Account" section. It includes input fields for "Account Nickname" (with "New Account" entered), "Country of Bank" (set to "United States"), "Routing Number *", "Bank Account Number *", and "Re-enter Bank Account Number *". Each number field has a "View sample check image" link and an information icon.

The screenshot shows the "Account Type" section with "Checking" selected. Below is a "Terms and Conditions" section with a scrollable text area containing a disclaimer and a checkbox for "I agree to the terms and conditions". At the bottom are "Back" and "Submit" buttons.

- After submitting, you will return to the main menu for Banking Information. Notice the new account says Not Verified. That will be processed with the next payroll run. If the test information is confirmed, then the Verification status will automatically change to Verified without any further action from you.

The screenshot shows the "Banking Information" page with a table of "Active Accounts". The table has columns for "Payroll Deposits", "Verification", "Amount", and "Deposit Priority". A "View All" button is next to the table. The "test" account is circled in red.

Payroll Deposits	Verification	Amount	Deposit Priority	View All
True Core Federal CU	✓ Verified	\$50.00	1	>
test	⚠ Not Verified	\$1.00	2	>
True Core Federal CU	✓ Verified	Balance	Last	>

If you have any questions, please email roberts.894@mail.cotc.edu or call 740-366-9140.