

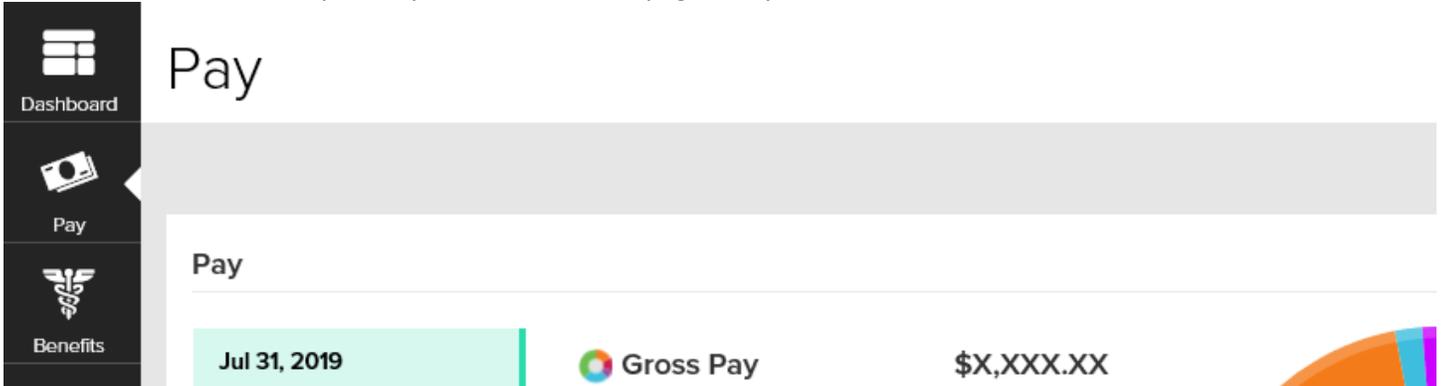
HSA DIRECT DEPOSIT

Warning, do not complete this step until your HSA benefits actually commence

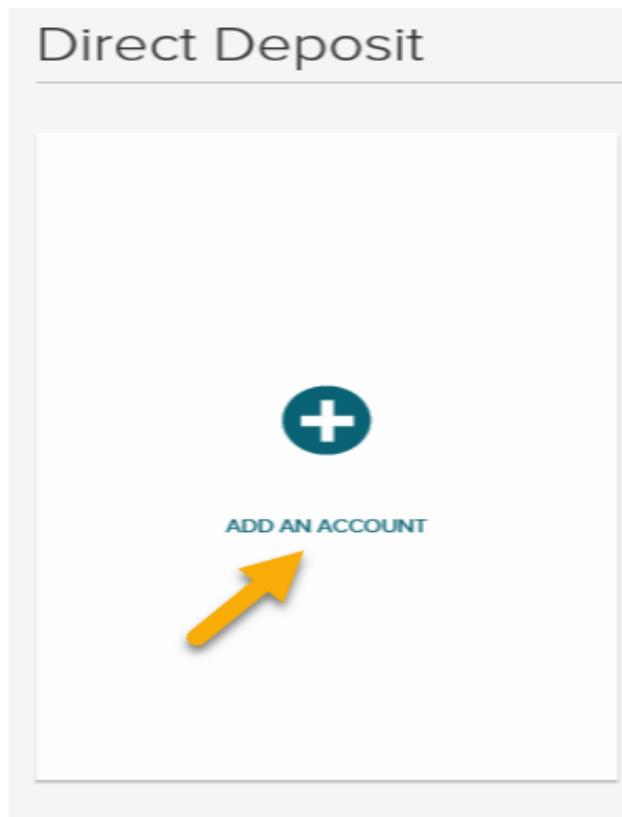
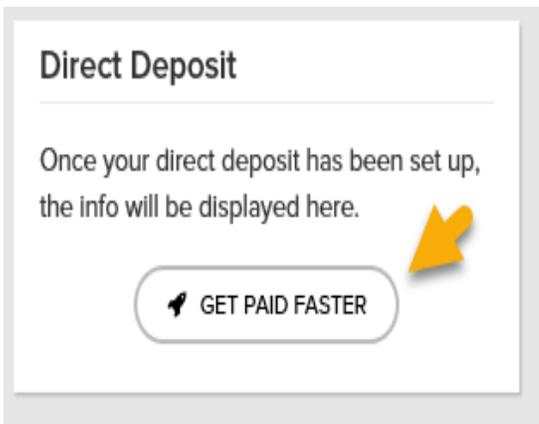
Access the ADP Self Service Portal-<https://portal.adp.com> and go to on **Pay & Taxes** then the down arrow, click on **Pay & Tax Statements** from the pull down menu.



You will then be routed to your Pay & Tax Statements page in MyADP:



Scroll down on this page, find Direct Deposit tile and click on “Get Paid Faster” button. On next page, click on “Add an Account”



Enter a valid routing number and account number; click "Next" button. It will be enabled when fields are populated correctly.

Add an Account ?

First, enter your routing number.



Routing Number

ROUTING NUMBER

CONFIRM ROUTING NUMBER

NEXT

Add an Account ?

Next, enter your account number.



Account Number

ACCOUNT NUMBER

CONFIRM ACCOUNT NUMBER

PREV NEXT

✕ CANCEL

Click on Deposit a specified amount, enter amount and Next. Select Account Type= HSA Employee Contr

Add an Account

Would you like to deposit a specified amount per pay period into this account, or the balance of your pay?

Deposit a specified amount. 

\$

At least \$0.01 must be deposited

Deposit everything here. 

PREV NEXT

✕ CANCEL

Add an Account

Almost done. Pick a name for your account type.

ACCOUNT TYPE

HSA Employee Contr 

PREV NEXT

✕ CANCEL

If wish to stop your contributions, you must delete the deposit. Refer to **STOP CONTRIBUTIONS/DELETE DEPOSIT** at the end of this document

Verify information and click on “terms and conditions” to review and then click on “I Agree” and Done

HSA Employee Contr

Last step! Check your account information and agree to the [terms and conditions](#).

ACCOUNT NUMBER


ROUTING NUMBER
267090594

AMOUNT PER PAY CHECK
\$100.00

I've double checked my account number.

I agree to the [terms and conditions](#)

PREV **DONE**

[✕ CANCEL](#)

Your deposit information will be displayed. Click on the Save button at the bottom of the page to select security code preference (email or text).



HSA Employee Contr

 **Amount per paycheck**
\$100.00

Account number


Routing number
XXXXX0594

[✎ EDIT](#)

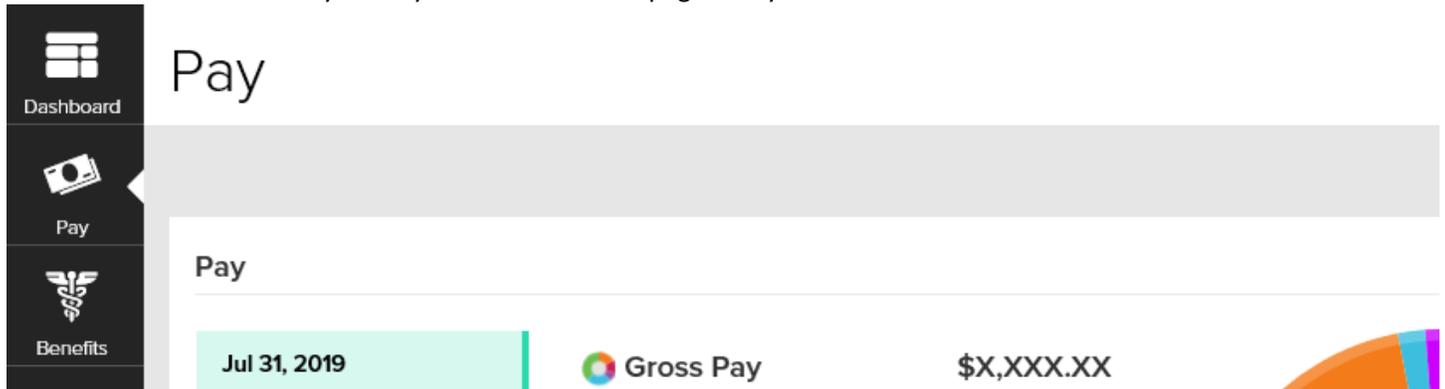
SAVE ✕

CHANGE CONTRIBUTION AMOUNT OR ACCOUNT INFORMATION

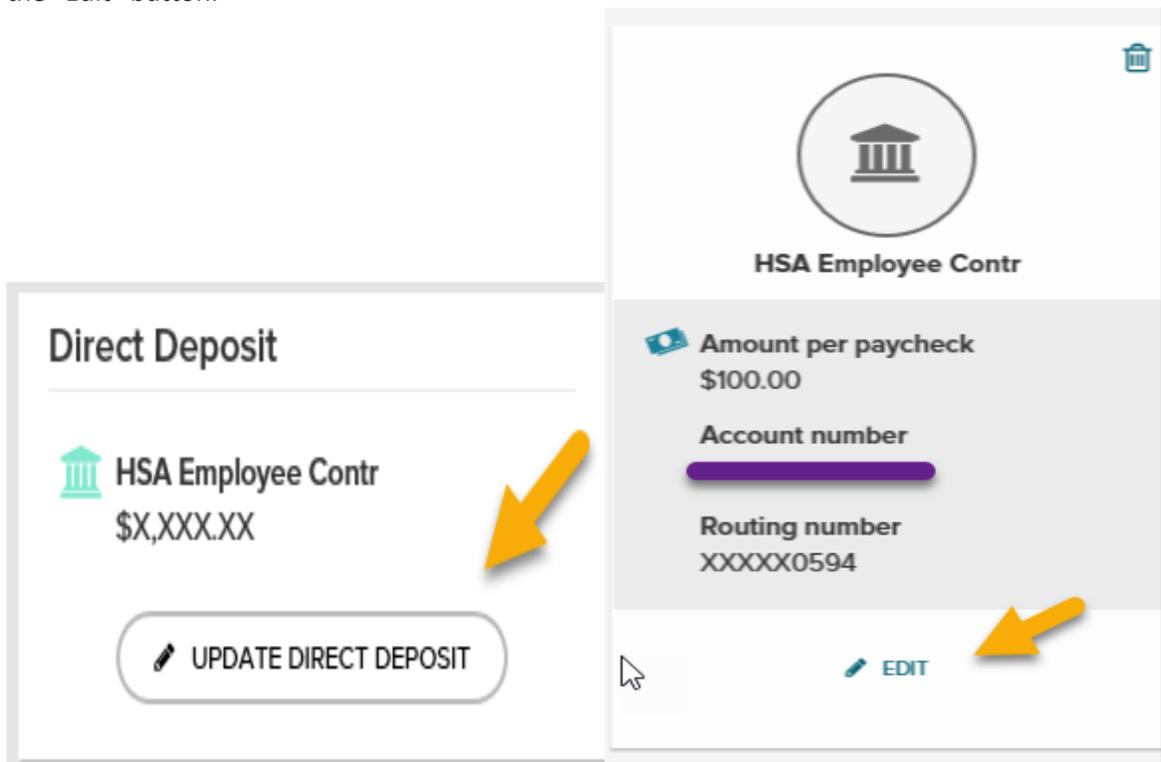
Access the ADP Self Service Portal-<https://portal.adp.com> and go to on **Pay & Taxes** then the down arrow, click on **Pay & Tax Statements** from the pull down menu.



You will then be routed to your Pay & Tax Statements page in MyADP:



Located your Direct Deposit tile on your Pay homepage and click on Update Direct Deposit button. On next page click on the "Edit" button.



Edit the data as needed and click “Done” and “Save”.

HSA Employee Contr

ROUTING NUMBER
267090594

CONFIRM ROUTING NUMBER
267090594

ACCOUNT NUMBER
[REDACTED]

CONFIRM ACCOUNT NUMBER
[REDACTED]

Deposit a specified amount. 

\$ 50

Deposit everything here. 

DONE

X CANCEL

STOP CONTRIBUTIONS/DELETE DEPOSIT

Locate your direct deposit on the Pay homepage and click on the trash can icon in the upper right corner. You will be asked if you are sure you want to delete; then click on the “Delete” button and “Save”.



HSA Employee Contr

 Amount per paycheck
\$50.00

Account number
[REDACTED]

Routing number
XXXXX0594

 EDIT



Delete
HSA Employee Contr?

DELETE

X CANCEL