# Adding Your Direct Deposit Information

All direct deposit changes are now prenoted. It can take up to 3 pay cycles for your direct deposit to take effect. You will receive a LIVE PAPER CHECK mailed to your home address until the direct deposit is prenoted.

NOTE: If you have an existing account listed, you will need to click the "Trash Icon" to delete the old account before adding a new account.

NOTE: If you need to edit an existing account, hit "Edit" under the account and make the change. Then hit "Done".
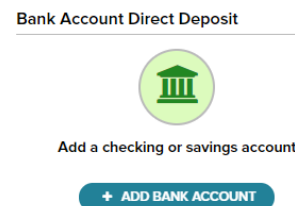
NOTE: If you want to enroll in an ADP Wisely card, you will need to complete the direct deposit form and select ADP Aline Card and send to hr@apolloretail.com.

Bank Account Direct Deposit
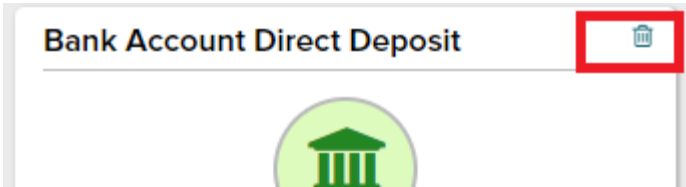
1. **Log into ADP**, at workforcenow.adp.com

2. **Go to Myself >Pay >Payment Options**
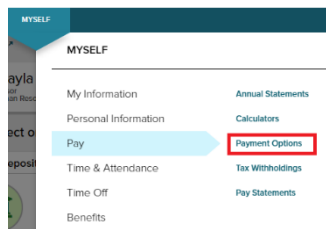
2. **Click Add Bank Account (+) to add a direct deposit.**

Add a checking or savings account

+ ADD BANK ACCOUNT

3. **Enter the nine-digit Routing/Transit/ABA number that identifies your bank. The hit "Next".**
Double-check this number to make sure that you entered it accurately.

4. **Add the Account Number. Then hit "Next".**
Double-check this number to make sure that you entered it accurately.

5. **Select the Account Type.** Either Checking or Savings.

6. **Specify the type of deposit:** Specified Amount, Percentage or Remainder of Pay.

Add an Account

ROUTING NUMBER	ACCOUNT NUMBER	ACCOUNT TYPE	REVIEW

Account Type *

CK - CHECKING

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 a percentage of my pay. %

● Deposit the remainder of my pay.

The remainder of your pay is already being deposited in another account.

Add an Account

First, enter your routing number.

EXAMPLE

⑆122105275⑆

Routing Number

Routing Number *

Confirm Routing Number *

Next, enter your account number.

EXAMPLE

⑆122105275⑆ ⑈0724369868⑈

Account Number

Account Number is required *

Confirm Account Number is required *

7. **Review the New Account Information.**

8. **Select the Two Boxes at the Bottom and then Hit "Add"**

9. Then you will need to choose to verify the information by either receiving a security code by email or text. **Select the delivery method.**

10. **Enter in the verification code you received either by email or by text.** Note: The code expires after 10 minutes.

11. **Hit Submit code to complete the direct deposit change.**

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Add an Account

ROUTING NUMBER	ACCOUNT NUMBER	ACCOUNT TYPE	REVIEW

CK

Last step! Check your account information and agree to the terms and conditions.

Routing Number

Account Number

Amount Per Pay Check

🟢 I've double checked my account number.

🟢 I agree to the terms and conditions.

< BACK   ✕ CANCEL   ADD