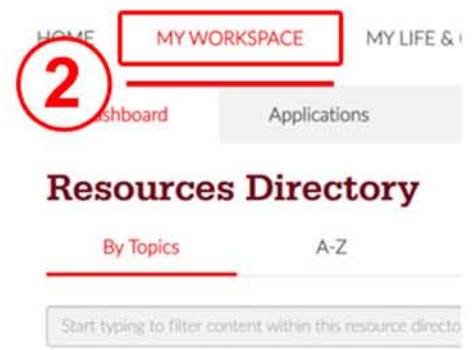# Updating Direct Deposit

Step 1

Visit **myohio.gov**. Enter your **User ID** and **Password** and click **Log In**.
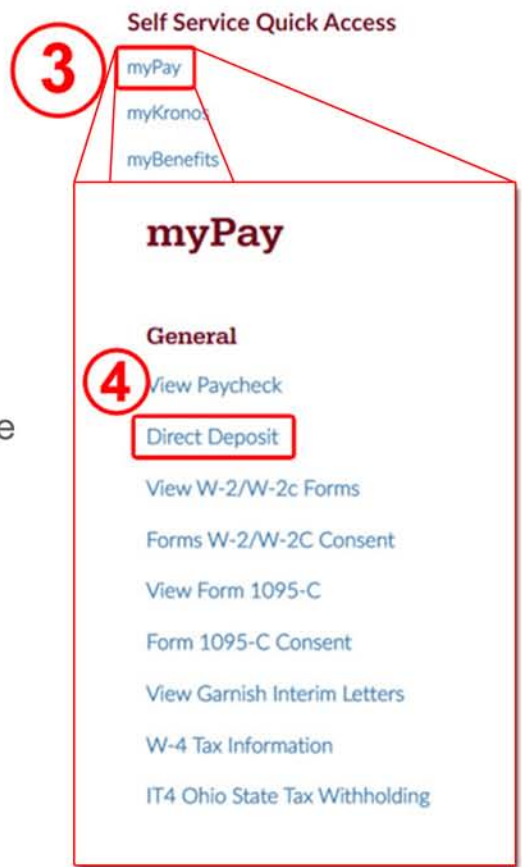
For User ID and Password assistance please contact the Customer Service Center helpdesk at 614-644-6625 or 1-888-644-6625 **option 1**

Step 2

After you log in, click on the **My Workspace** link at the top of the page.

Step 3

Click on the **myPay** link on the following page.

Step 4

After you're on the **myPay** page, click on the **Direct Deposit** link.

Step 5

To change existing account information, click **Edit**.

To add an account, click **Add Account**.

Note: You may also use **Delete** to remove accounts without the **Balance Deposit Type**.

Direct Deposit
YOUR NAME

Review, add or update your direct deposit information.

Direct Deposit Detail

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order		
Savings	244077886	********1234	Amount	$25.00	1	Edit	Delete
Checking	244077886	********6789	Balance		999	Edit	

Add Account

Step 6

Enter your account information.

When the information is complete, click **Submit**.

NOTE: Click **View check example** for check details (ex: routing and account number). Fields with an asterisk * are required.

Direct Deposit
Add Direct Deposit
YOUR NAME

Your Bank Information

Routing Number: _____

View check example

Distribution Instructions

Account Number: _____   Reenter Account Num _____

*Account Type: _____
*Deposit Type: _____
Amount or Percent: _____
*Deposit Order: _____ (Example: 1 = First Account Processed)

Submit

* Required Field

Return to Direct Deposit

Definitions:

Routing Number: The first nine digits that appear across the bottom of a personal check; they identify the financial institution.

Account Number: Number specific to your account that directs funds into a specific account.

Account Type: Refers to either a checking or savings account.

Deposit Type: This will determine if a specific dollar amount, percentage of your net pay, or remaining balance amount is to be paid to this account.

Amount or Percent: If using Amount or Percent in Deposit Type, this will determine the whole dollar amount or percentage to be deposited into the account.

Deposit Order: The order in which the depositing of funds into the accounts will be processed. Example: "1" indicates this account will be paid first with the specified amount or percentage.

Direct Deposit
Add Direct Deposit
YOUR NAME

Your Bank Information

Routing Number: _____

View check example

Distribution Instructions

Account Number: _____   Reenter Account Num _____

*Account Type: _____
*Deposit Type: _____
Amount or Percent: _____
*Deposit Order: _____ (Example: 1 = First Account Processed)

Submit

* Required Field

Return to Direct Deposit

Credit Union of Ohio's routing number is: **244077886**

Checking or Savings

Your Account Number is your CUO Member Number.