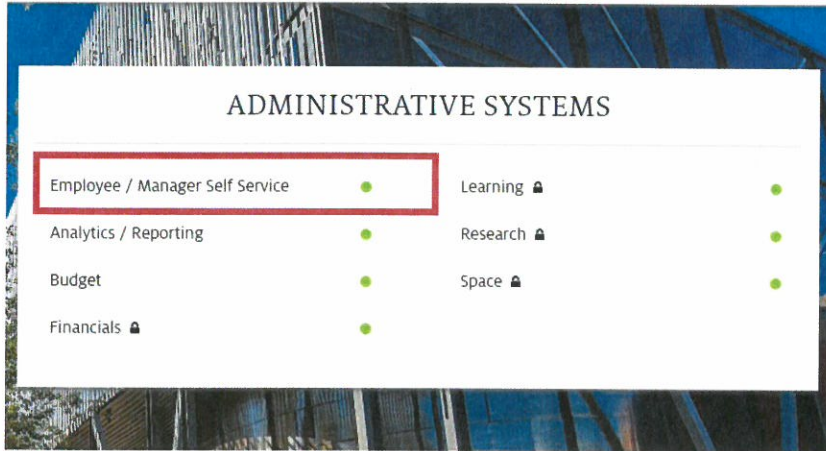




## Instructions for Setting Up Direct Deposit

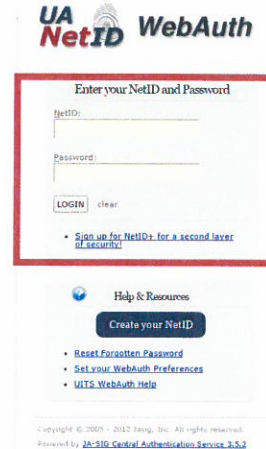
### STEP #1

Navigate to UAccess Website: <http://uaccess.arizona.edu/> then click on **Employee/Manager Self Service**



### STEP #2

Log in using your **NetID** and **Password**



### STEP #3

From the home page, click the NavBar Icon located at the top right corner of your screen



### STEPS #4

The NavBar will make a menu pop out. From that menu select the following choices: **Navigator > Self Service > Payroll and Compensation > Direct Deposit**

### STEP #5

Once you click on Direct Deposit, enter your bank account information, and click on SUBMIT.

