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.