AFTER SCHOOL matters®

Setting Up Your Direct Deposit

Apprenticeship-Based Programs

To set up your Direct Deposit you will need your:

☑ Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)

☑ ONE of the following documents that show the full routing number and account number:
- • Voided check
- • Deposit slip
- • Direct Deposit Form from your bank

Examples of not acceptable images:
Do not use screenshots of:
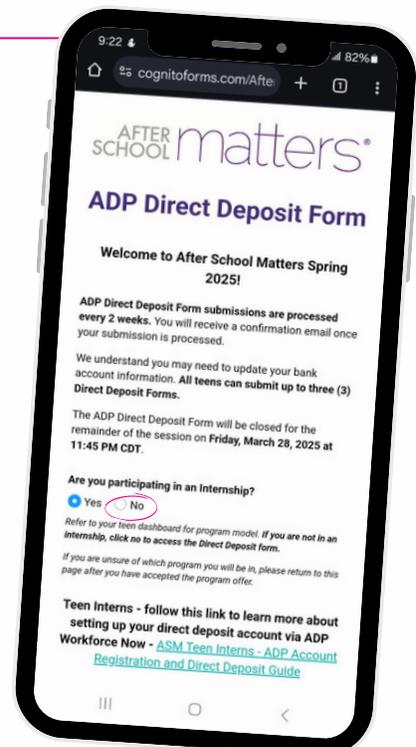- • Your bank card
- • Bank statements

Instructions

1. Fill out the ADP Direct Deposit Form via https://tinyurl.com/t2maztb6 or scan the QR Code.
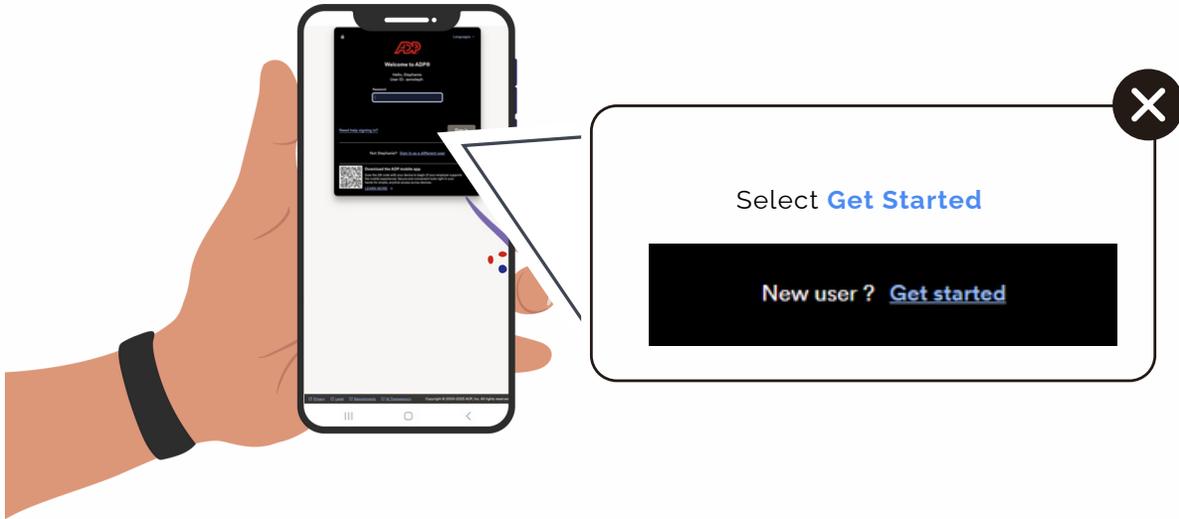
2. Answer "No" to "Are you participating in an Internship?"

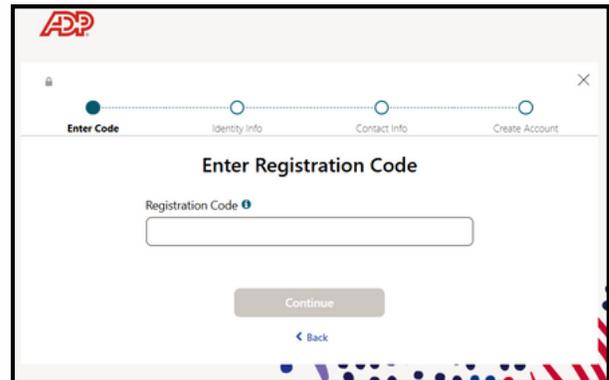3. Check the boxes and enter your correct information below, and click submit.
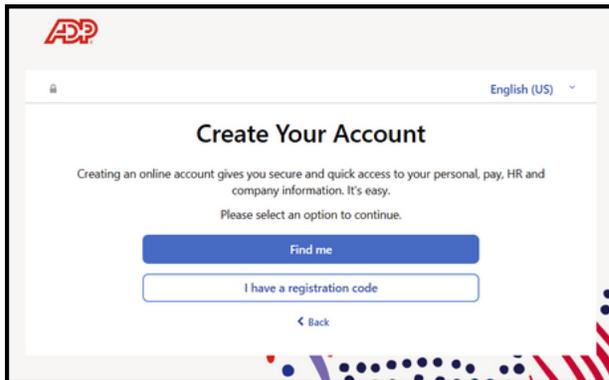
Step 1: Access ADP

1. Open your registration email.

2. Select "Sign Up Now" to create your ADP account.

Select **Get Started**

New user ? **Get started**

3. Select "I have a registration code" and enter your Registration Code.


4. Follow instructions to enter identity information and contact information.

5. Create a user ID and password.

6. Select security questions and answers.

7. Enter Activation Code.

8. Review and submit your information.

9. Log in to access ADP services.

Step 2: Sign Up for Direct Deposit

1. Now that you have set up your ADP account, select the tab, "Myself" and select "Payment Options" under the Pay section.

2. Scroll down and select "Add bank account" and enter your bank routing and account number.
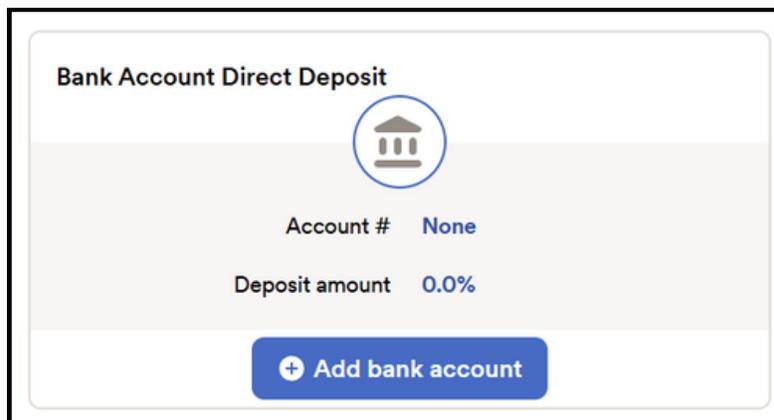
3. Select Account Type:
   - Checking accounts and prepaid cards – use CK1 – CHECKING 1
   - Saving accounts – use SV1 – SAVINGS 1
   - Wisely accounts – use CK4 - WISELY

4. Select Deposit everything here.

5. Review your account details and select Add.