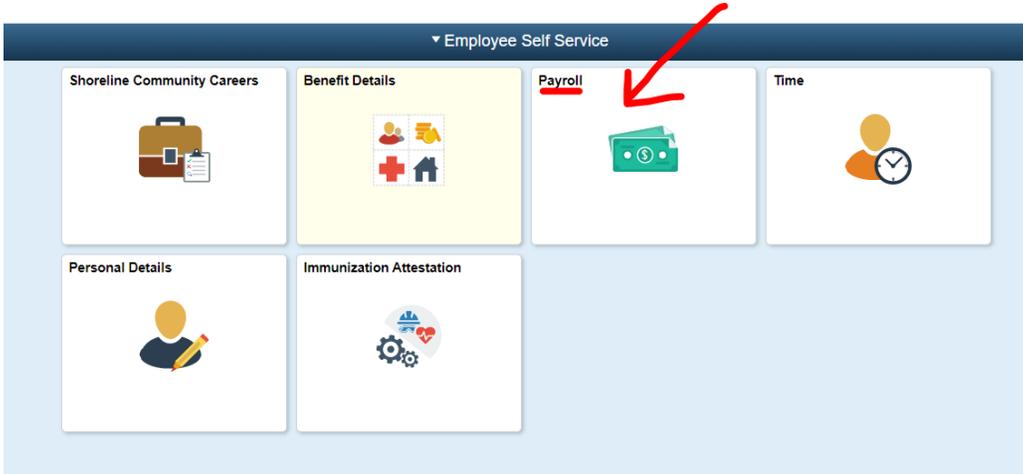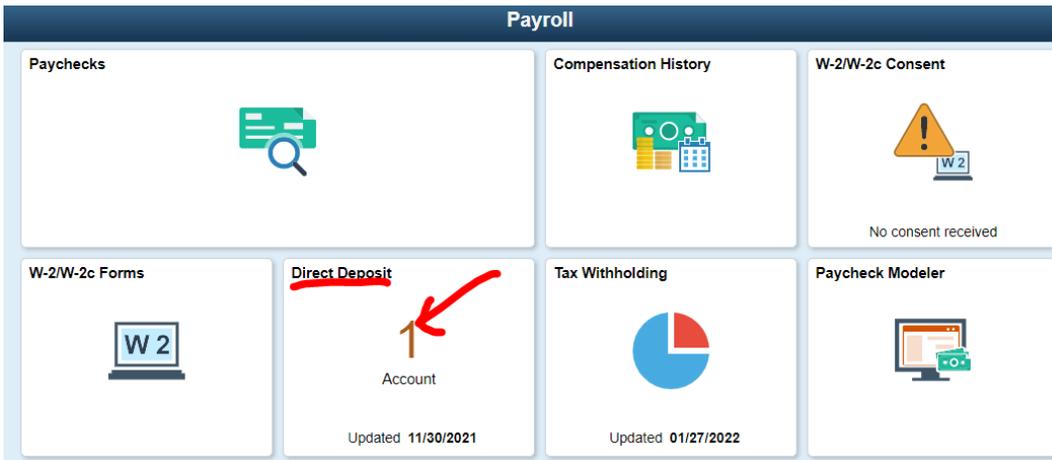# After Activating Your ctcLink Account

# Set Up Direct Deposit:

1) **Log into ctcLink and select HCM.**
2) **Click the Payroll Tile**



3) **Click the Direct Deposit Tile (please note, if you already have a direct deposit set up in HP, you should see the number one; as in the picture below):**



This page will list your main direct deposit that transferred from the HP (or it will be blank if you do not have one set up)

4) **To change your banking information, click on the bank account you want changed, this will open a small new window. Or click the plus sign to add a new account or multiple new accounts.**
   a. Remove the account by clicking the remove button at the bottom or
   b. Change the Routing number by typing in the routing number box (please note you can change the routing number without changing the account number – be sure to update account number if changing banks) or
   c. Change the account number by clicking the "pencil" icon to the right of the account number or
   d. Change the Account Type (usually requires a change to the account number) or
   e. Change the Deposit Type (choices are Remaining Balance, Amount or Percent)
   f. Optional. You can name this account

| Cancel | **Edit Account** | Save |
|---|---|---|

**f.**   *Nickname   Checking999

   *Payment Method   Direct Deposit

**Bank**

**b.**   Routing Number   [red box]   ⓘ

**c.**   Account Number   XXXX2354   ✏️

   Retype Account Number

**Pay Distribution**

**d.**   *Account Type   Checking

**e.**   *Deposit Type   Remaining Balance

**a.**   Remove

5) **Click the save button**
6) **Repeat steps 4 and 5 if you want to add more than one account.**

**\*\*This process can also be used to update direct deposit information, as needed\*\***