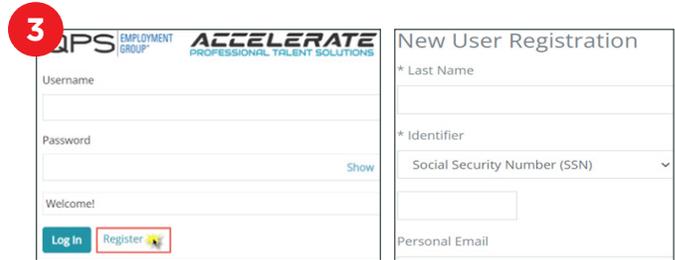# Direct Deposit and Pay Card Instructions
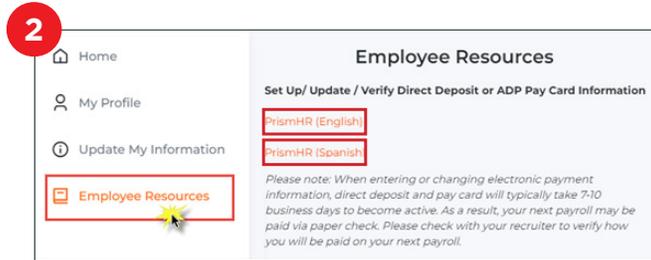
1. Access your account by clicking here or scanning the QR code above and logging in
2. Click on Employee Resources and then select PrismHR (English) or PrismHR (Spanish)
3. If you have not registered, click on Register at the bottom and complete New User Registration



4. Once you are registered, login using your username and password
5. Select Pay in the left column, and then Direct Deposit
6. To set-up a new account, select Add Account and fill out account info
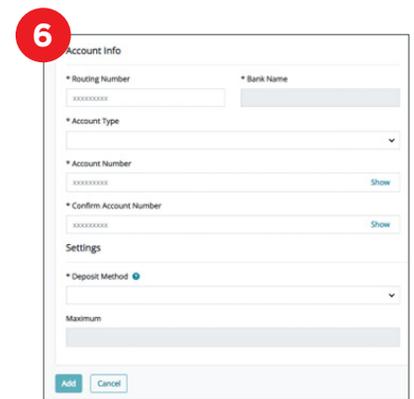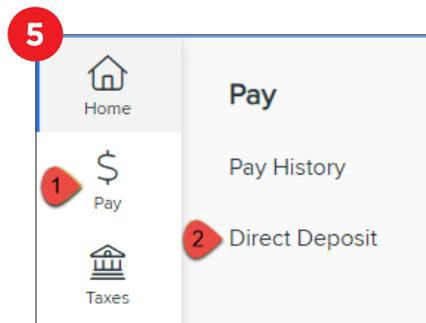


## DIRECT DEPOSIT SET-UP

- Input bank Routing Number
- Select Checking or Savings in the Account type drop down
- Input bank Account Number
- Select Remainder for Deposit Method
- Click Add to save changes and agree to terms and conditions

**NOTE:**
To switch to a new account, click on the old account and remove the old account(s) first. Direct deposit will typically take 7-10 business days to become active. As a result, your next payroll may be paid via paper check. Please check with your recruiter to verify how you will be paid on the next payroll.

## ADP WISELY PAY CARD SET-UP

- Input **073972181** in the Routing Number
- Select Checking in the Account type drop down
- Input the 15-digit account number shown in the window on the envelope you received into the Account Number field
- Select Remainder for Deposit Method
- Click Add to save changes and agree to terms and conditions

**NOTE:**
Call and activate your Pay Card as soon as possible. Instructions can be found in the envelope provided to you.

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