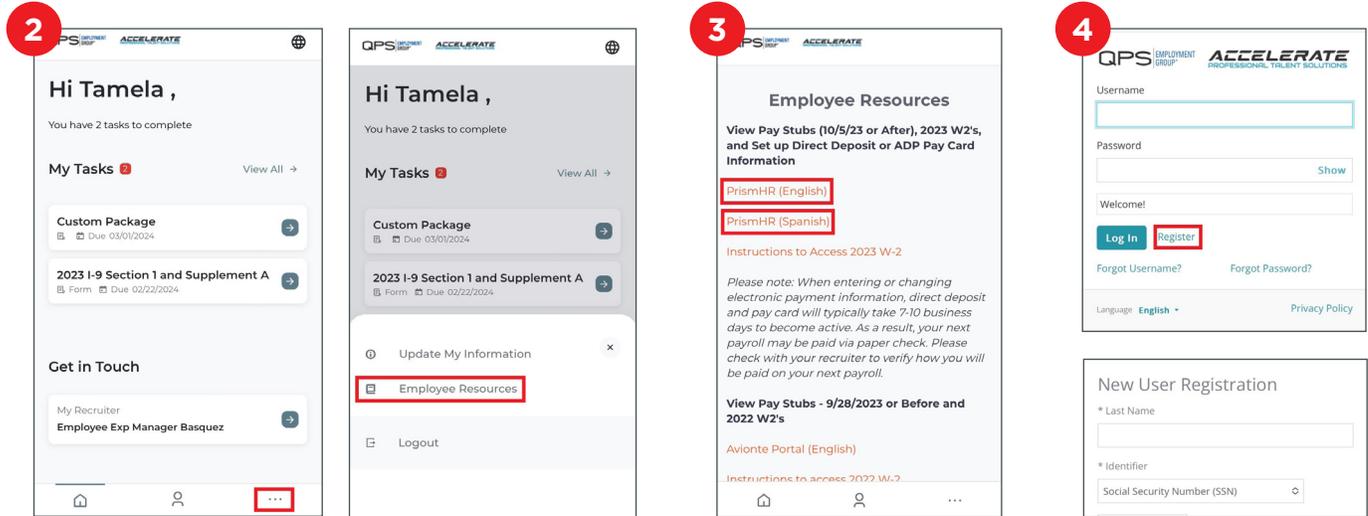


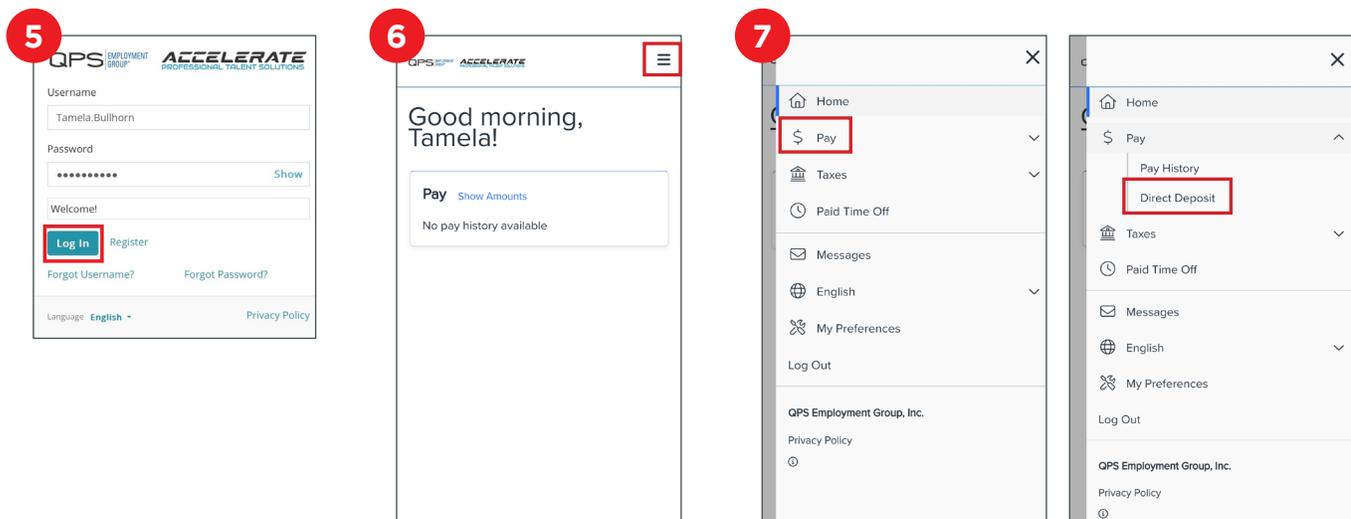
Direct Deposit and Pay Card Instructions on a Mobile Device



1. Access your account by clicking [here](#) or scanning the QR code above and logging in
2. Click on the 3 dots in the lower right corner and then select Employee Resources
3. Choose PrismHR (English) or PrismHR (Spanish)
4. If you have not registered, click on Register at the bottom and complete New User Registration



5. Once you are registered, login using your username and password
6. Click on the 3 bars in the top corner
7. Select Pay and then Direct Deposit



8.To set-up a new account, select Add Account and fill out account info

The image shows two screenshots from the QPS ACCELERATE mobile application. The left screenshot displays the 'Direct Deposit' section with a yellow warning banner that says 'Select an account to make changes'. Below this, there's a 'Bank Accounts' section with a table showing account details. A red box highlights the 'Add Account' button. The right screenshot shows the 'Account Info' form with fields for Routing Number, Bank Name, Account Type (a dropdown menu), Account Number, and Confirm Account Number. Each field has a 'Show' button next to it. At the bottom of the form, there's a small image of a check.

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 direct deposit 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.