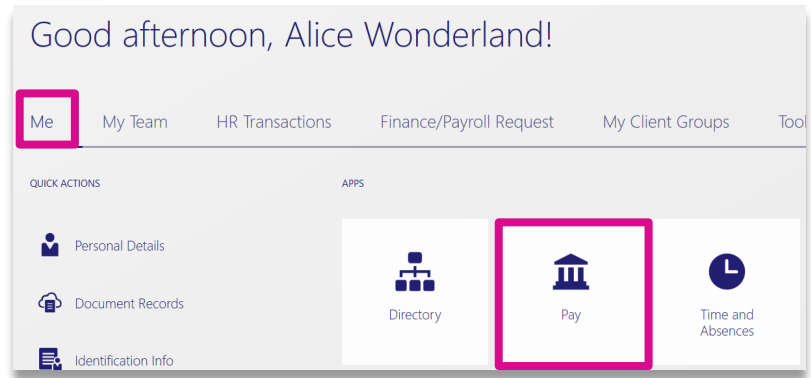# Sinai **Cloud**
Managing Direct Deposit

OVERVIEW
This document provides instructions for how to change your direct deposit in Sinai Cloud.
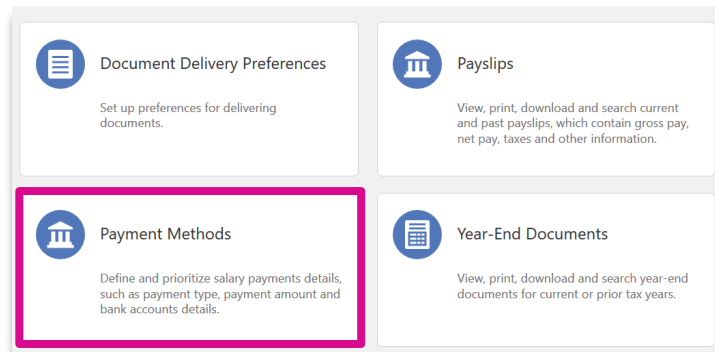
AUDIENCE
- **Anyone** who uses Sinai Cloud.

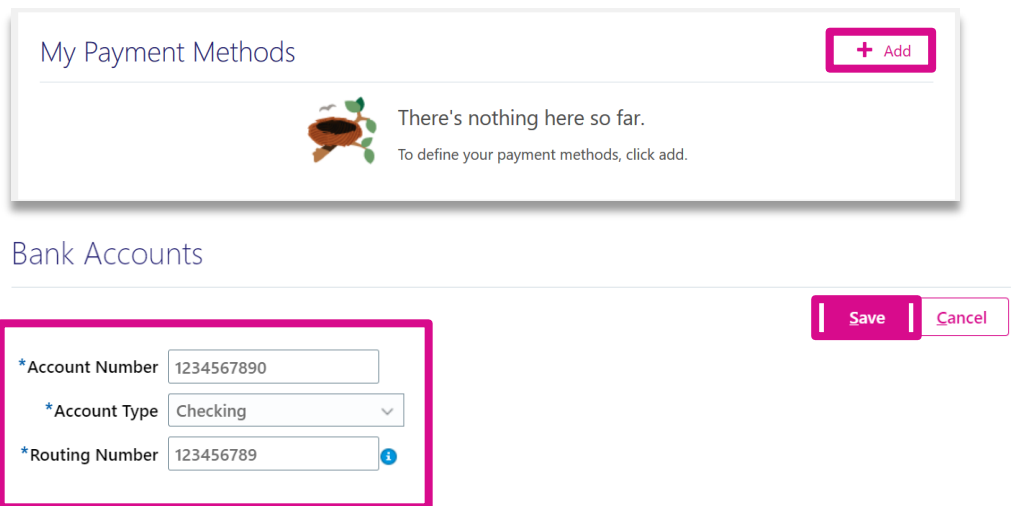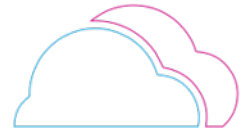| Managing Direct Deposit	
1. On the Sinai Cloud landing page, click the **Me** tab. 2. Click on the **Pay** tile.	
The **Personal Information** page will display. 3. Click on **Payment Methods**.	

The **Payment Methods** page will display. **If this is your first time adding a bank account:**
 	
4. Click the **+Add** button in the **Bank Account** section
 	
5. Complete the mandatory fields denoted with (*):
 	
    a. Account Number
    b. Account Type
    c. Routing Number
 	
6. Click **Save**	

Managing Direct Deposit (*cont'd*)

The **Payment Methods** page will display. **If you need to add or edit a bank account:**

7. Review your **Bank Account** information in the table if available, then select **+Add** to add a bank account.

8. You can edit an existing Payment Method by clicking the **Pencil** icon on the row you wish to edit.

Important: You are limited to a total of (5) direct deposits including credit union and 529 savings plan.

Bank Accounts   + Add

711	Active	
256074974		
Checking		
1/25/2021		
48308	Active	
021000322		
Checking		
4/3/2020		
135	Active	
226078036		
Checking		
3/10/2020		

Important: Bank Accounts must be activated before paychecks can be deposited to the account.

In the **Bank Accounts** section:

9. Click the **edit pencil**

10. Select the **Active** checkbox

11. Click **Save**

Important: Leaving the active checkbox unchecked deactivates your direct deposit and you may receive a paper check.

Bank Accounts   + Add

711	Active	
256074974		
Checking		
1/25/2021		

Bank Accounts

Save   Cancel

*Country United States
Account Number 123456789
*Account Type Checking
*Routing Number 256074974 ⓘ
Active ☑

To allocate funds to the appropriate account(s):

In the **My Payment Methods** section:

12. Click the **edit pencil**

My Payment Methods   Reorder   + Add

BOA	1,800 USD	
Direct Deposit		
021000322		
4830		
Checking		

Managing Direct Deposit (*cont'd*)

In the **My Payment Methods** section, you will be able to update your direct deposit information.

13. Complete the mandatory fields denoted with (*):

    a. What do you want to call this payment method?

    b. Payment Amount to be deposited to account. This can be the full pay, a percentage, or a set amount.

    c. Bank Account

14. Click **Save**

Delete	**Save**	Cancel

(a) *What do you want to call this payment method?

NFCU

Organization Payment Method
Mt. Sinai Hospital Direct Deposit

Payment Type
Direct Deposit

(b) *Payment Amount

| Amount | ⌄ | 100 | USD |

(c) *Bank Account

| 256074974 | Checking | ⌄ |