



OVERVIEW

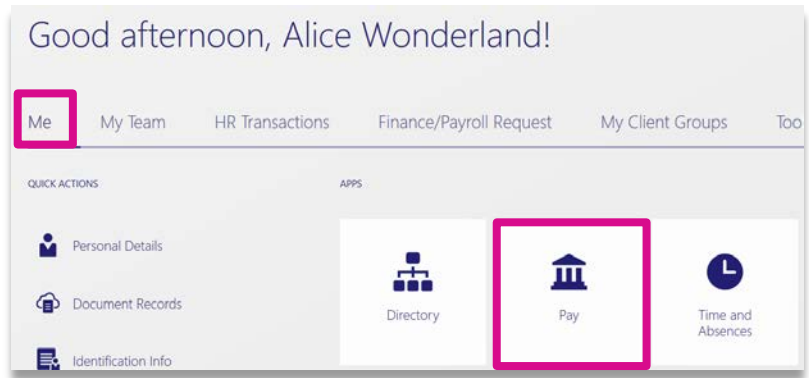
This document provides instructions for how to change your direct deposit in Sinai Cloud.

AUDIENCE

- **Anyone** who uses Sinai Cloud.

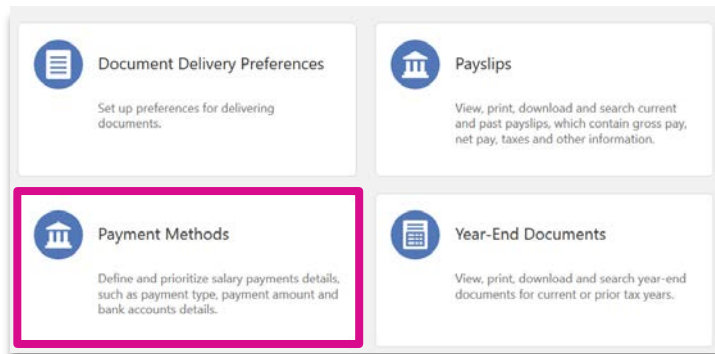
Managing Direct Deposit

1. On the Sinai Cloud landing page, click the **Me** tab.
2. Click on the **Pay** tile.



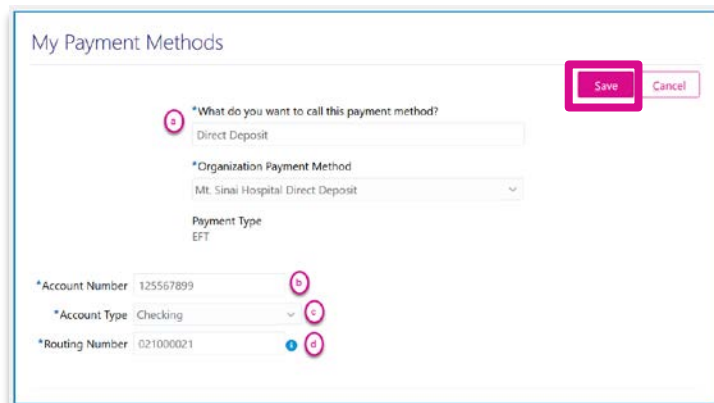
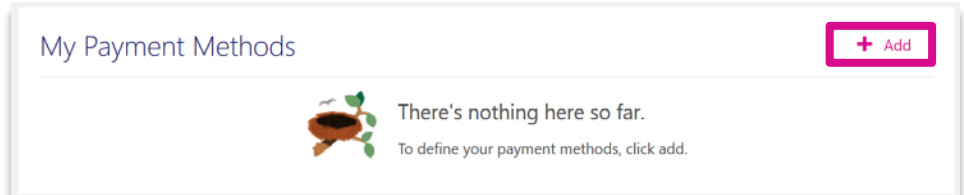
The **Personal Information** page will display.

3. Click on **Payment Methods**.



The **My Payment Methods** page will display. **If this is your first time adding a bank account:**

4. Click the **+Add** button
5. Complete the mandatory fields denoted with (*):
 - a. What do you want to call this payment method?
 - b. Account Number
 - c. Account Type
 - d. Routing Number
6. Click **Save**



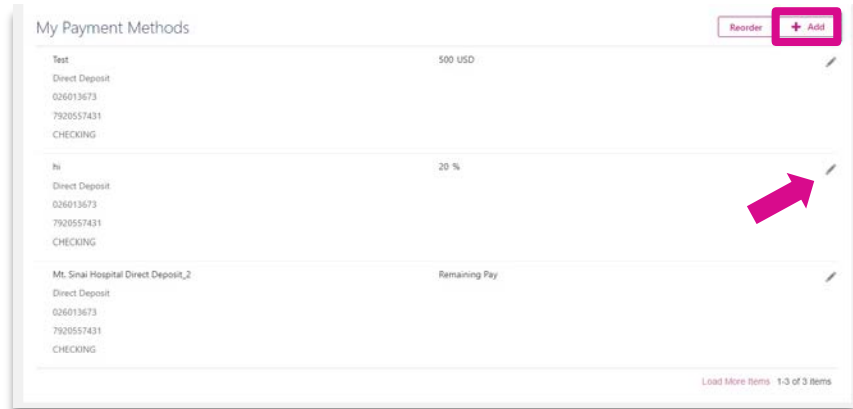


Managing Direct Deposit (cont'd)

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

7. Review your **Bank Account** information in the table below 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.



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

9. Complete the mandatory fields denoted with (*):
 - a. What do you want to call this payment method?
 - b. Payment Amount (Percentage or Amount)
 - c. Bank Account
 - d. Account Number
 - e. Account Type
 - f. Routing Number

10. Click **Save**

