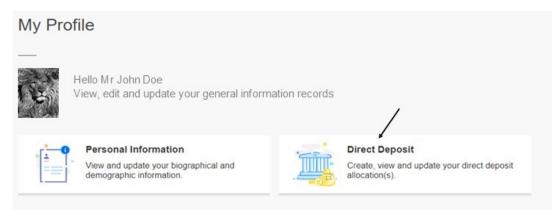
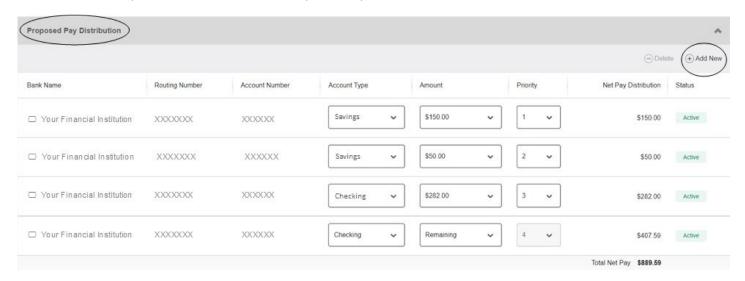
- Log in to UNA Portal (and Approve Duo push)
- Click Employee Dashboard
- · Click My Profile



• Click Direct Deposit, scroll down to see "Proposed Pay Distribution"



Your direct deposit account(s) will show here. Use drop down boxes to make changes to current accounts. Click "Add New" option (top right) to add a new account.

**Priority**: "Remaining" will always be last priority. This is the balance of your check after deposits to any other accounts. (See further explanation below.)

Click Authorization Box:



Save Changes.

**Priority:** Any amount going to an account that is not your primary account will need a priory number less than the primary (remaining balance) account. For example, a savings account with \$100 to be deposited will be Priority 1. The remaining balance will be Priority 2.

**Percentages of Check**: If desired, use the dropdown box to enter a percentage of your check for secondary accounts. Do not use for "Remaining" balances.