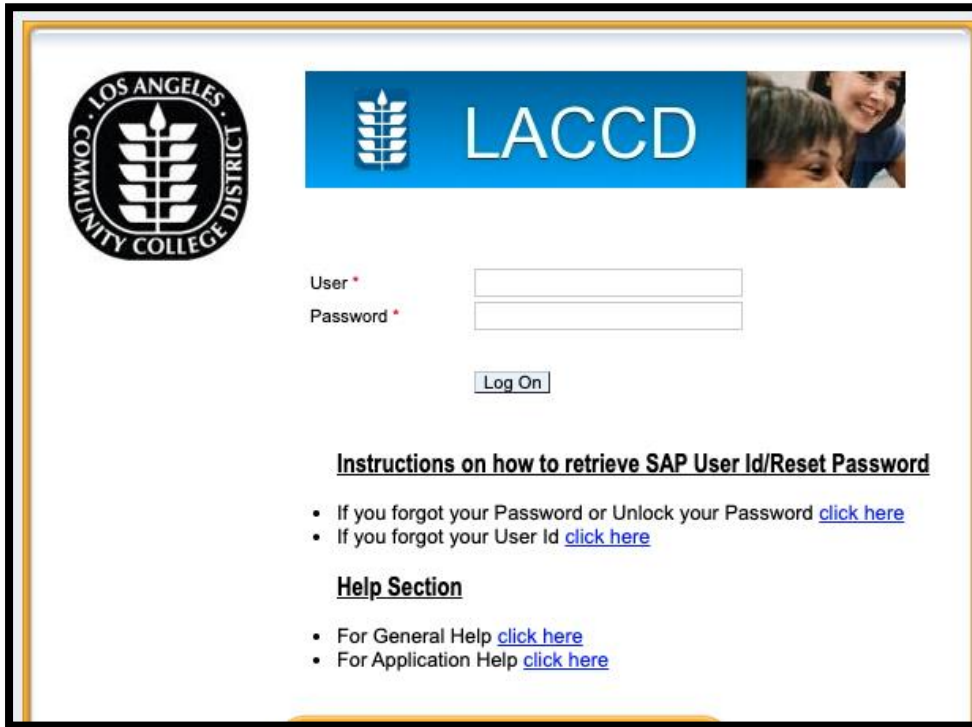




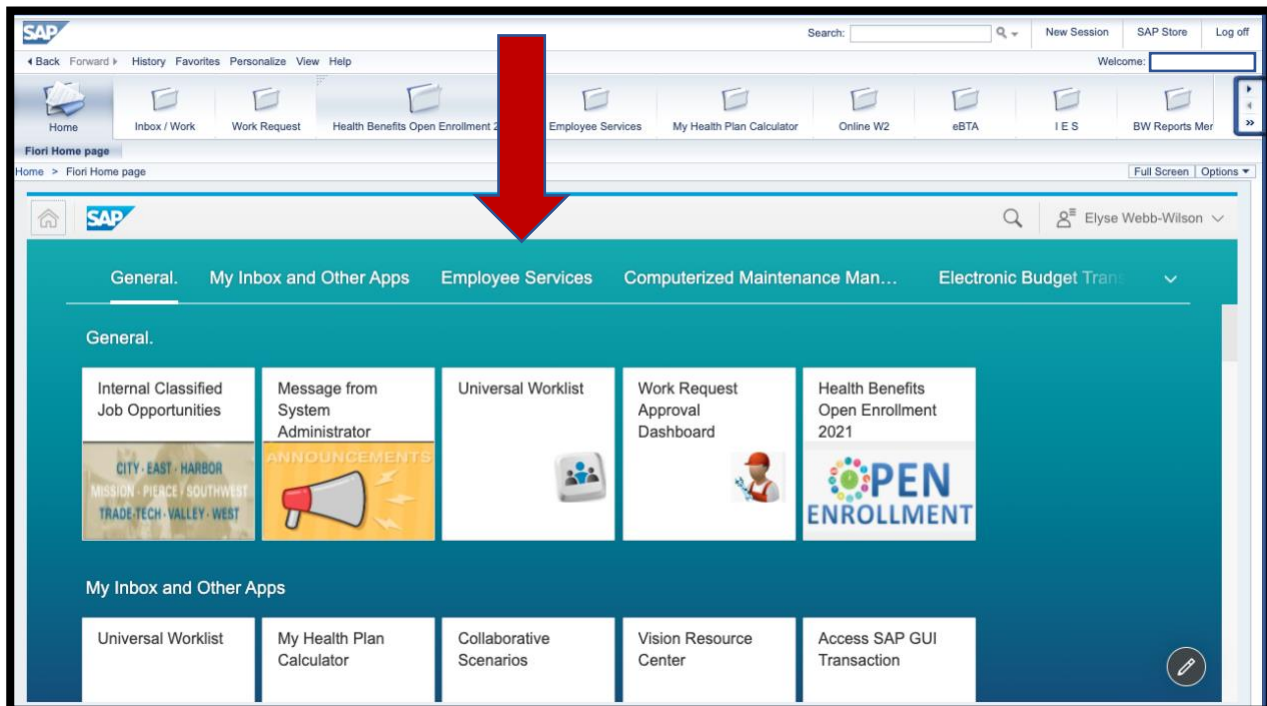
HOW TO ENROLL IN DIRECT DEPOSIT

Direct Deposit enrollment is available online through the LACCD Enterprise Portal Employee Service System (ESS), by following the steps below:

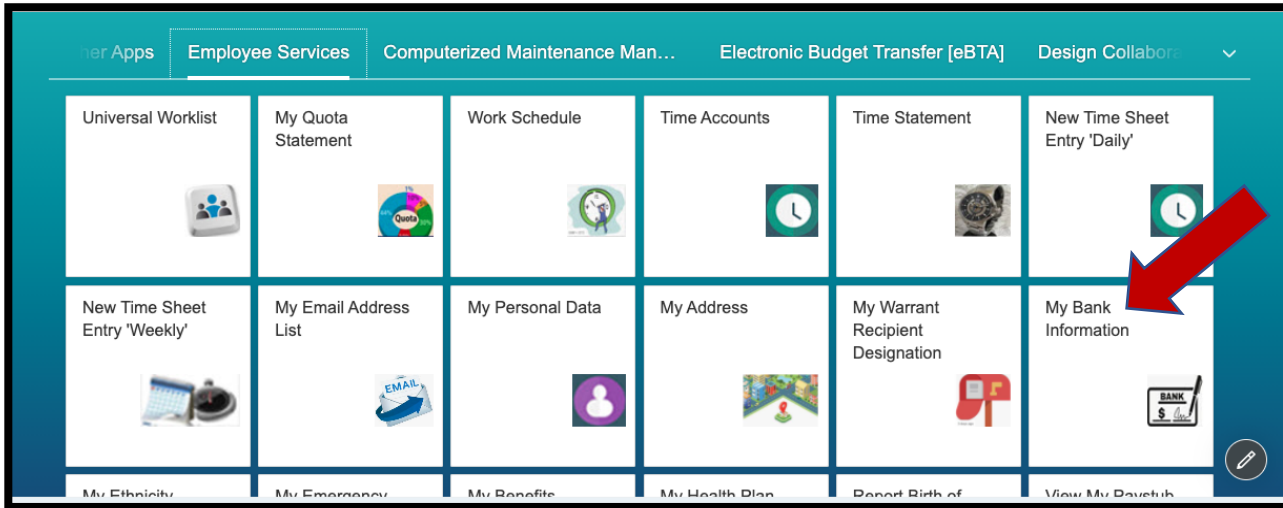
1. Access SAP Portal by visiting: <https://portal.laccd.edu/irj/portal> and login using your LACCD credentials.



2. Click on the Employee Services tab.



3. Click on the “My Bank Information” link. This will open the web page to allow you to add, change, cancel or view your bank information.



4. Select “Add New Bank Account” and fill in your account details. You will need the bank routing number and bank account number.

Bank Type	<input type="checkbox"/> Main Bank (Deposit Net pay)	<input type="checkbox"/> Additional Bank
Payee:		
Payment Method:	<input type="checkbox"/> Direct Deposit	<input type="checkbox"/> Paycheck
Deposit Fixed Amount of \$:	<input type="text" value="0"/>	
Bank Routing/ABA #:	<input type="text"/>	how to locate routing#
Bank Account#:	<input type="text"/>	how to locate account#
Account Type:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
VALIDATE ENTRIES ADD CLOSE WINDOW		

Please allow **TWO** pay periods for your direct deposit to take effect.
Contact Luiza Petrosyan at petrosl@wla.edu with any additional questions.