


Manitoba Association of Health Care: Direct Deposit Change/Update Steps

How do I change my Direct Deposit information?

1. Select the profile tile  on the home page or Select **MY INFORMATION → PROFILE** from the menu.
2. Expand the **Direct Deposit** section.
3. Enter the Transit (5 digits), Institution (3 digits), and Account (up to 12 digits) numbers.

▼ **Direct Deposit**

Current Account Information
Ending in 9296

Update Account Information

Transit	Institution	Account	
<input type="text" value="00000"/>	<input type="text" value="000"/>	<input type="text" value="Max 12 digits"/>	SHOW SAMPLE CHEQUE

Changes will take effect upon approval by your payroll administrator. You cannot make changes while pending approval.

4. If necessary, select **SHOW SAMPLE CHEQUE** to see where the transit, institution, and account numbers display on a standard cheque.
5. Select **SAVE**.

Notes:

Payroll administrator has to approve the Direct Deposit change in order for it to take effect. While pending approval (or rejection), you cannot edit the Direct Deposit change.

Once approved, the last four digits of the updated bank account information displays in the Current Account Information field, and the Update Account information fields will again be available for use.

-  Payroll
-  Time Management
-  Human Resources

Thank you!