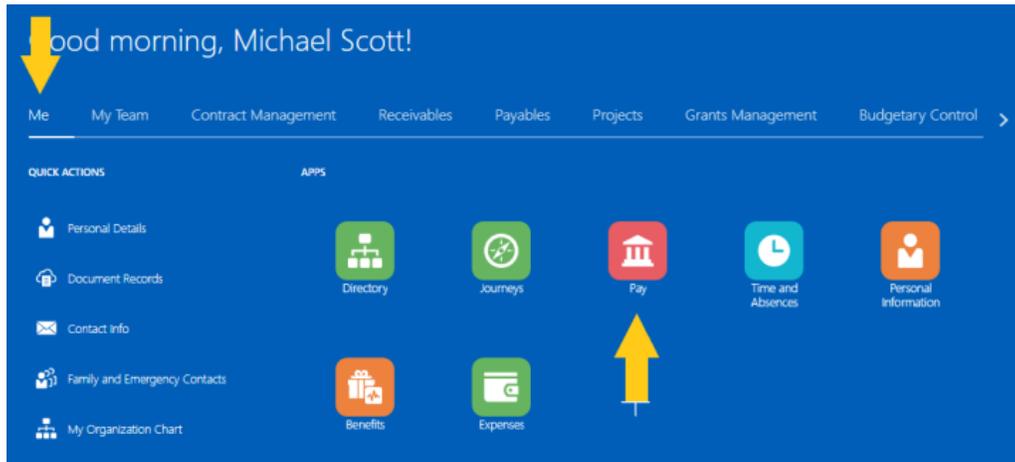


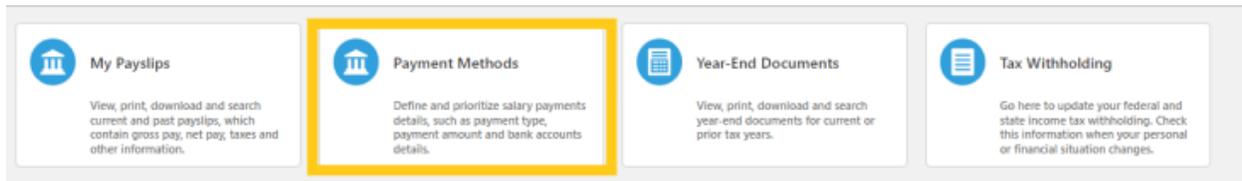
MOBIUS QUICK GUIDE – Updating Direct Deposit

Employees can view and make changes to their Direct Deposit setup through the Pay area.

From the **Me** section, select the **Pay** app.

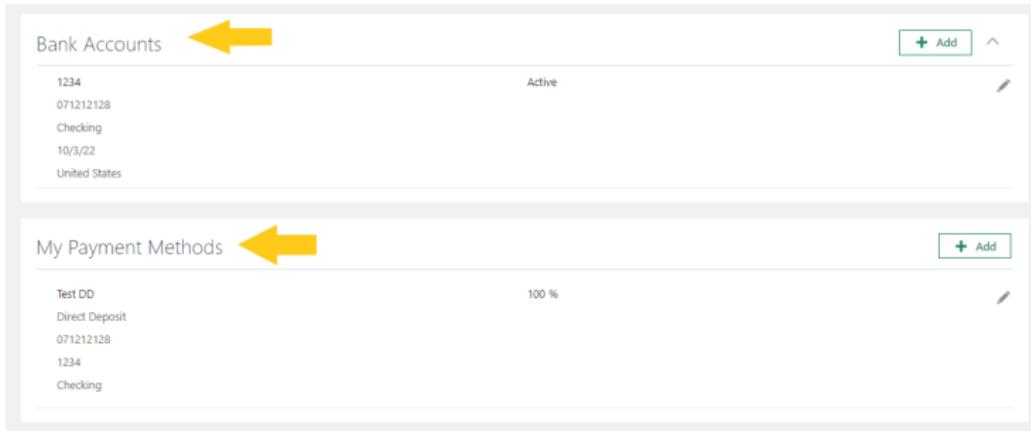


Once on the **Pay** screen, select **Payment Methods**.



In Payment Methods, there are two sections:

1. **Bank Accounts** – here you can add or remove bank accounts
2. **My Payment Methods** – here you can select percentages or flat amounts to be deposited to the selected bank account

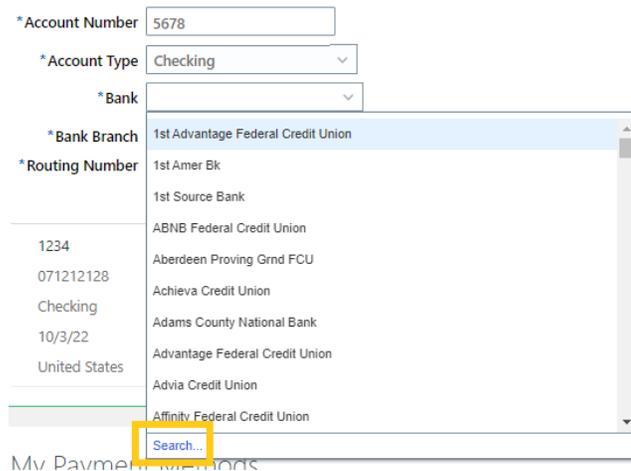


To add a new bank account, click the **+ Add** icon in the top right of the bank account section.



Enter the **Account Number**, select the **Account Type** (checking or savings), select the **Bank** and **Bank Branch**. The Routing Number will automatically populate once the Bank Branch is selected.

To search for the **Bank**, click the drop-down menu and click **“Search”** at the bottom:



A **“Search and Select: Bank”** pop-up box will appear, begin entering the Bank Name or click **“Search”** to see all Bank Names.

Search and Select: Bank

Search Advanced

Bank Name ←

Bank Code

Search Reset

Bank Name	Bank Code
Suntrust	

OK Cancel

Once the Bank Name Appears, **click the Bank Name**, and then click **“OK”**.

Once the Bank is selected, click the drop-down next to **Bank Branch** and choose the Bank Branch with the desired Routing number.

*Bank	Suntrust		
*Bank Branch	▼		
*Routing Number	Suntrust_051000020	051000020	← Suntrust
	Suntrust_053100465	053100465	Suntrust
1234	Suntrust_055002707	055002707	Suntrust
071212128	Suntrust_061000104	061000104	Suntrust
Checking	Suntrust_063102152	063102152	Suntrust
10/3/22	Suntrust_064000046	064000046	Suntrust
United States	◀ Search...		

If the expected routing number does not appear, follow the same steps to **“Search”** for the routing number that were followed, above, or searching for the Bank.

Once all the required fields are populated, click **“Save”** in the top right corner.

Bank Accounts

*Account Number	<input type="text" value="5678"/>	Save Cancel
*Account Type	Checking	↑
*Bank	Suntrust	
*Bank Branch	Suntrust_051000020	
*Routing Number	051000020	

To remove a bank account, click the **pencil icon** to the right of the bank account.

5678
051000020
Checking
12/22/22
United States

Active



Once the pencil icon is selected, **uncheck** the “Active” indicator.

*Country United States

Account Number

*Account Type

*Bank

*Bank Branch

*Routing Number

Active

Once the “Active” indicator is unchecked, click **Save**.

Once the bank accounts are entered and saved, a Payment Method **must** be assigned to the account or no funds will be deposited to that account.

To add a new payment method, click the **+ Add** icon in the top right of the My Payment Methods section.

My Payment Methods

Test DD	100 %	
Direct Deposit		
071212128		
1234		
Checking		

Enter what the payment method can be called to make it distinguishable from others. For example, “Joint Checking” or “Personal Savings”.

The Payment Type defaults to Direct Deposit – that is the only option.

Select the **Payment Amount** as either a **percentage** or **flat amount**.

*Payment Amount

%

This example will be for a flat amount.

Enter the **amount or percentage**, and then choose the **Bank Account** that the deposit should be made to, then click **“Save”**.

My Payment Methods

The screenshot shows a form titled "My Payment Methods". It has four main sections: 1. Name: "*What do you want to call this payment method?" with a text input field containing "Personal Savings". 2. Payment Type: "*Payment Type" with a dropdown menu showing "Direct Deposit". 3. Amount: "*Payment Amount" with a dropdown menu set to "Amount" and a text input field containing "50.00" followed by "USD". 4. Bank Account: "*Bank Account" with a dropdown menu showing a list of accounts: "051000020 5678 Checking" and "071212128 1234 Checking". To the right of the form are two buttons: "Save" (green) and "Cancel" (white). A yellow arrow points to the "Save" button, and another yellow arrow points to the "Bank Account" dropdown menu.

To edit the Payment Method, select the **pencil icon** to the right of the Payment Method that needs to be updated.

The screenshot shows a list of payment methods: "Personal Savings", "Direct Deposit", "071212128", "1234", and "Checking". To the right of the list is a yellow arrow pointing to a pencil icon, indicating the edit function.

Here, the name, amount/percentage and bank account can be updated. Once completed, click **“Save”**. If you wish to **remove the payment method, select “Delete”**.

The screenshot shows the same form as above, but with the "Delete" button highlighted by a yellow box. The "Payment Amount" field now contains "20" and the "Bank Account" dropdown is set to "051000020 5678 Checking".

A warning will appear, click **“OK”** to delete the payment method.

My Payment Methods

The screenshot shows a yellow warning dialog box with a warning icon and the text: "You're about to delete this payment method. Do you want to continue? (PAY-1636684)". To the right of the dialog are two buttons: "OK" (green) and "Cancel" (white). A yellow arrow points to the "OK" button. Below the dialog, the form from the previous screenshot is visible, showing the "Payment Amount" field with "20" and the "Bank Account" dropdown.