



Direct Deposit Implementation

Routing Number/ABA # **244077695**

Account # _____ Savings
 Checking



Adding a New Direct Deposit Account

1. Go to **myohio.gov** website
2. Login (*Customer Service Center (CSC) helpdesk at 614-644-6625 or 1-888-644-6625, option 1*)
3. Click **MY WORKSPACE**
4. Select **MyPay**
5. Click **Direct Deposit**
6. Click **Add New Account**
7. Enter **Credit Union's Routing Number**
8. Enter your **Credit Union account**
9. Select drop down for Account Type: *Savings or Checking*
10. Select drop down for Deposit Type: *Amount or Percent*
11. Enter the **amount or percentage** you want deducted from your pay check
12. Enter **Deposit order number**
13. Click **Save**



Updating Existing Direct Deposit

1. Go to **myohio.gov** website
2. Login (*Customer Service Center (CSC) helpdesk at 614-644-6625 or 1-888-644-6625, option 1*)
3. Click **MY WORKSPACE**
4. Select **MyPay**
5. Click **Direct Deposit**
6. Click **Edit** on the direct deposit that is set up for funds to be sent to the Credit Union
7. Change the **amount**
8. Click **Save**