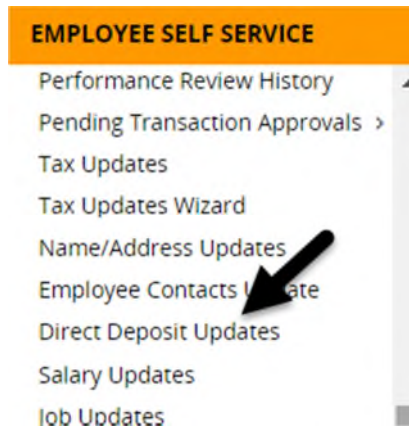


## *iSolved: AmCheck Direct Deposit*

**Step 1:** Open a browser window and go to <https://amcheck.mysolved.com>. Log on to iSolved with your username and password.



**Step 2:** Click on the Direct Deposit Updates tab on the left hand side of the page.



### **A. Adding a Direct Deposit Account**

1. Click Add New in the blue bar
2. Click the down arrow for STATUS and choose an option (More details below)
3. Click the down arrow for ACCOUNT TYPE and choose an option (ex. Checking, Savings)
4. Click the down arrow for SEQUENCE and choose an option (More details below)
5. Enter in the routing number (9 Digit Number)
6. Enter in the account number
7. Click save in the blue bar

## *iSolved: AmCheck Direct Deposit*

- a. Status Options
  - i. Active – The direct deposit will be activated on the next payroll run
  - ii. Inactive – The direct deposit will no longer be active
  - iii. Prenote – A “test file” will be sent to the bank with the next payroll run. This test is to verify the banking information is correct before a deposit is made. The employee will receive a live check each payroll until 10 business days from the payroll it was processed on. The status will automatically change to active after 10 business days. Start the 10 business days from the date the payroll was processed on.
- b. Sequence – The sequence number will establish the order that the paycheck will be disbursed. **\*\*if there is only one account, the entire deposit will be placed in the REMAINING NET account.\*\*** You will not have the ability to enter in amount or percentage for the remaining net account.

### B. Editing a Direct Deposit Account

1. Select one of the existing records by highlighting in the list.
2. Click **edit** in the blue bar.
3. Make the necessary field changes.
4. The account number field is not editable. To change, you must use the update acct. number field.
5. Click save in the blue bar.

### C. Remove a Direct Deposit Account ( Two Options – Deleting or Inactivating)

#### *Option #1 – Delete Direct Deposit Account*

1. Select one of the existing records by highlighting in the list.
2. Click **delete** in the blue bar – This will remove the direct deposit completely.

#### *Option #2 – Inactivate Direct Deposit Account*

3. Select one of the existing records by highlighting in the list.
4. Click **edit** in the blue bar.
5. Select inactive from the status drop down menu – This will stop all direct deposits to this account.
6. Click save in the blue bar.