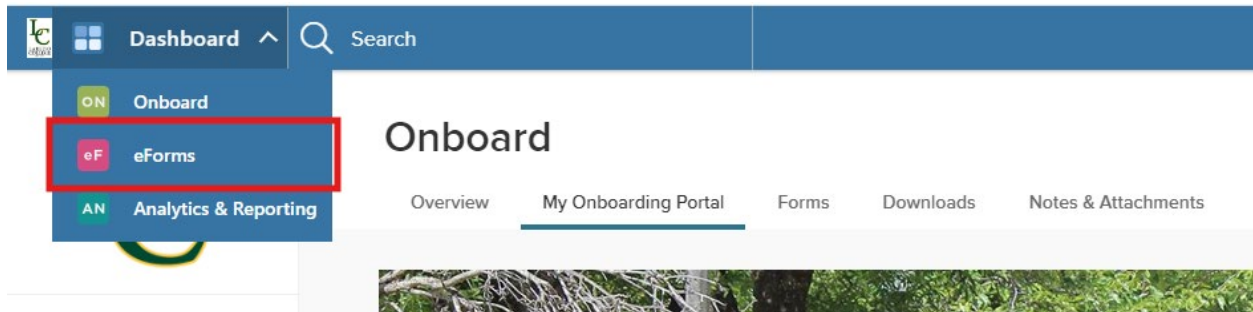
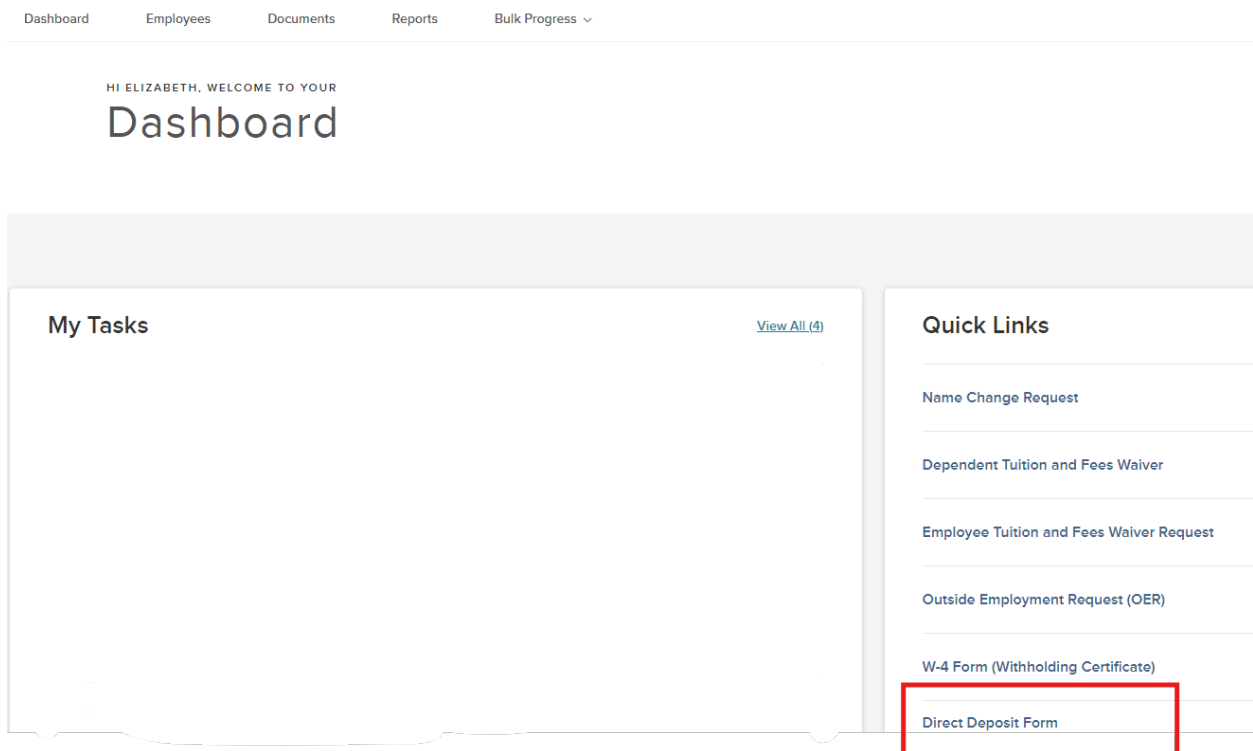


1. After logging into your **NEOED** account, select the dashboard dropdown menu and click **eForms**



2. Under the Quick Links menu, select **Direct Deposit Form**



3. Select **Start Process**

The screenshot shows the 'eForms' interface with a navigation bar at the top containing 'Dashboard', 'Employees', 'Documents', 'Reports', and 'Bulk Progress'. A search bar is on the right. Below the navigation bar is a '< Back' link. The main content area is titled 'QUICK LINKS PROCESS Direct Deposit Form'. On the right side of this area, a blue button labeled 'Start Process' is highlighted with a red rectangular box. Below this, there is a 'TASKS' section with a table. The table has a header 'Task Name' and two rows of tasks, each with a 'Complete Form' button.

Task Name	Action
Complete Your Direct De...	Complete Form
Process Direct Deposit F...	Complete Form

4. Select **Complete Form** and fill out all the **required*** fields on the direct deposit form. You will need to upload backup documentation for your banking information.

This screenshot shows the 'Direct Deposit Form' page after clicking 'Complete Form'. The 'Start Process' button is no longer visible. Instead, there is a progress indicator showing '0% COMPLETE' with a small blue dot on a grey bar. To the right, there are fields for 'Assigned Date:' and 'Assigned By:'. Below these, the 'TASKS' section now only contains one task: 'Complete Your Direct De...' with a 'Complete Form' button highlighted by a red box.

5. Ensure that you hit **Submit** if you are ready for submission, or **Save for Later** if you will continue at another time.

The screenshot shows the bottom of the 'Direct Deposit Form' page. At the bottom right, there are three buttons: 'Cancel', 'Save For Later', and 'Submit'. The 'Submit' button is highlighted with a red rectangular box.