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

Dashboard	Employees	Documents	Reports	Bulk Progress v
	HI ELIZABETH, WELCO	Dard		

My Tasks	View All (4)	Quick Links
		Name Change Request
		Dependent Tuition and Fees Waiver
		Employee Tuition and Fees Waiver Request
		Outside Employment Request (OER)
		W-4 Form (Withholding Certificate)
		Direct Deposit Form

3. Select Start Process

🐮 🤨 eForm	s 🗸							Q Search
Dashboard	Employees	Documents	Reports	Bulk Progress ~				
< Back								
							_	
			QUICK LINKS PROCESS					Start Process
			Direct De	posici oni		TASKS	L	
						Task Name		
						Demonstration Complete Your Direct De		
						Process Direct Deposit F		

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.

	<u>्</u>	Search			
s Reports Bulk Progress ~					
OLICK LINKS PROCESS	Assisted Data				
Direct Deposit Form	Assigned Date: Assigned By:	Assigned Date: Assigned By:			
• 0% COMPLETE					
	TASKS				
	Task Name				
	Direct De	Complete Form			
	s Reports Bulk Progress ~ OUICK LINKS PROCESS Direct Deposit Form 0% COMPLETE	s Reports Bulk Progress ~ OUICK LINKS PROCESS Direct Deposit Form os COMPLETE TASKS Task Name © Complete Your Direct De			

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

🔄 💽 eForm	s 🗸					λ s	Jearch	
Dashboard	Employees	Documents	Reports	Bulk Progress ~				
Direct Deposit Form					Canc	el	Save For Later	Submit