

Setup Direct Deposit

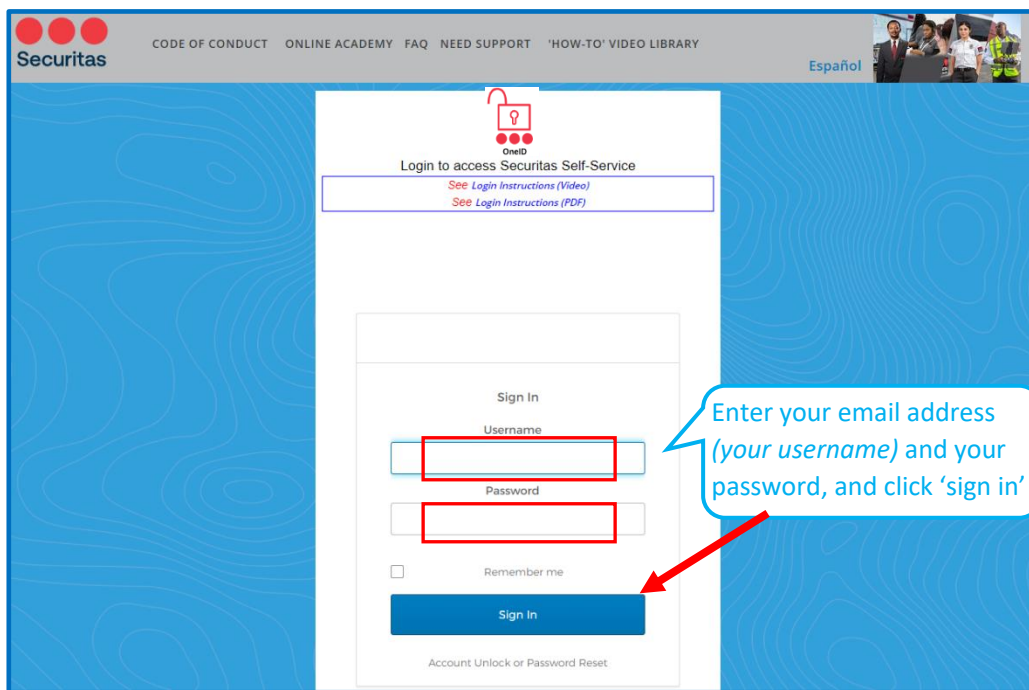
Canada

Your paycheck will be provided via Direct Deposit. Complete the instructions below to let us know where to deposit your paycheck.

Prerequisite: You MUST be enrolled in **Securitas OneID Multifactor Authentication** before you can set up Direct Deposit. *(instructions to enroll in OneID are on the login screen of the Securitas OneID portal at oneid.securitasinc.com)*

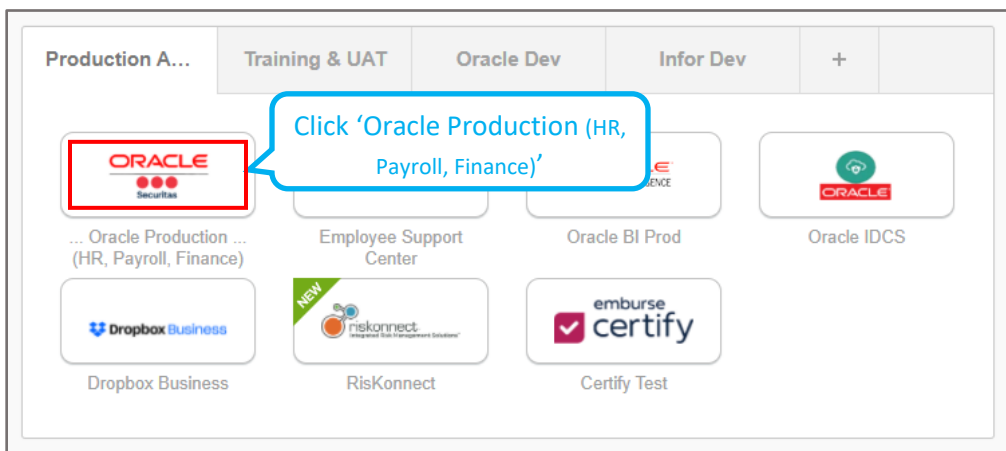
Use a PC or Mobile device with internet connection to setup **Direct Deposit**.

1. Login at the Securitas OneID portal at oneid.securitasinc.com



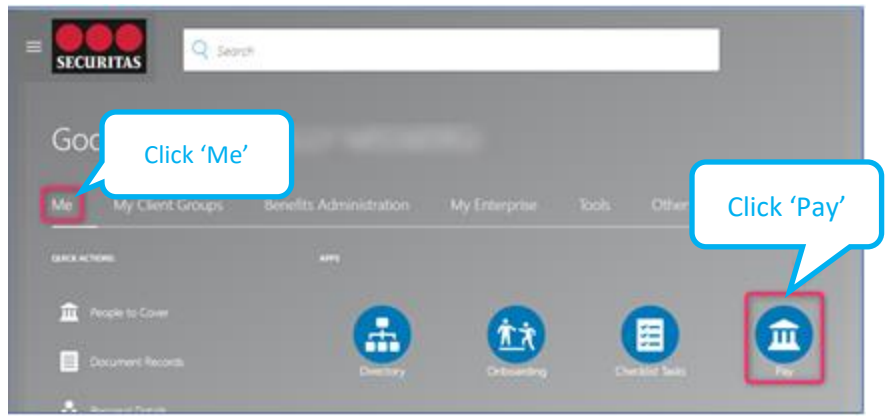
This brings you to your Securitas OneID dashboard

2. Click **Oracle** (Oracle Production HR, Payroll, Finance)



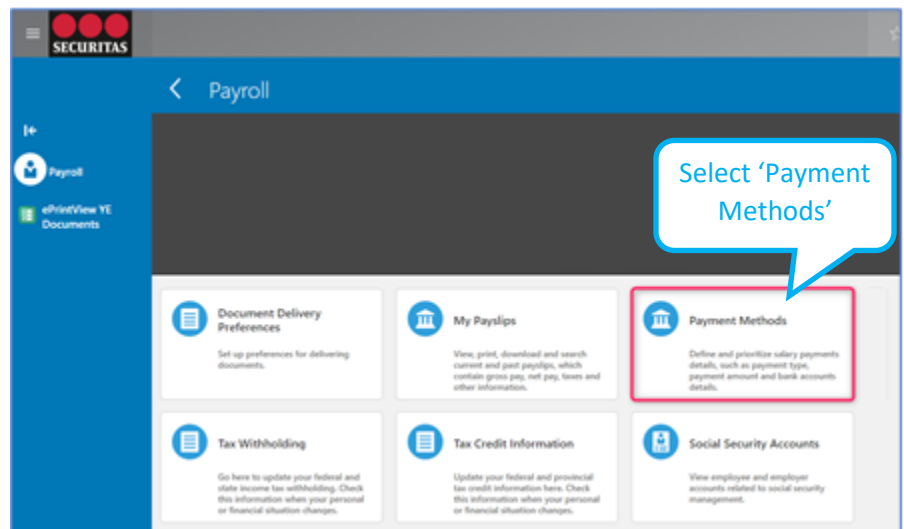
On your Oracle home screen:

3. Click the 'Me' tab, then click 'Pay'



On the Payroll screen:

4. Select **Payment Methods**



Add Bank Account

5. Click



Let us know where to deposit your paycheck.

The screenshot shows the 'Bank Accounts' form with the following fields and callouts:

- (a) Enter your account number:** Points to the '*Account Number' field containing '123456'.
- (b) Enable the dropdown menu:** Points to the '*Bank' dropdown menu.
- (c) Click 'Search':** Points to the 'Search' button at the bottom of the bank list.

*Bank Number	Bank Name	Bank Code
ABN AMRO BANK NV		240
AGF TRUST COMPANY		660
AIRLINE FINANCIAL CREDIT UNIO...		830
ALL TRANS FINANCIAL SERVS. CR.		810
ALTERNA SAVINGS AND CREDIT U.		842
AMERICAN EXPRESS-CS TRAVELL...		359
AMEX BANK OF CANADA		303
ANZ BANK CANADA		272
ARNSTEIN COMMUNITY CREDIT U.		806
ATB FINANCIAL		219

Search and Select your Bank

The screenshot shows the 'Bank Accounts' form with a search dialog box open. The dialog box has the following fields and callouts:

- (d) Enter your 3-digit bank code:** Points to the 'Bank Code' field containing '003'.
- (e) Click 'Search':** Points to the 'Search' button in the dialog box.
- (f) Select your bank code:** Points to the 'ROYAL BANK OF CANADA' entry in the search results table.
- (g) Click 'OK':** Points to the 'OK' button at the bottom of the dialog box.

Bank Name	Bank Code
ROYAL BANK OF CANADA	003
US BANK NATIONAL ASSOCIATION...	003

Note: the 'Bank' and 'Bank Number' fields will now auto-populate

Identify your bank branch

The screenshot shows the 'Bank Accounts' form with the following fields and callouts:

- (h) Enable the dropdown menu:** Points to the '*Bank Branch' dropdown menu.
- (i) Click 'Search':** Points to the 'Search' button at the bottom of the branch list.

*Branch Transit Number	Branch Name	Branch Code	Bank Name
01433	ROYAL BANK OF CANADA	01433	ROYAL BANK OF CANADA
1000	ISLANDS MALL BRANCH	00662	ROYAL BANK OF CANADA
1046	BARRYDOWNE RD BR	05032	ROYAL BANK OF CANADA
105	MAIN ST	02442	ROYAL BANK OF CANADA
10TH AVE & BASAMAT BR		07600	ROYAL BANK OF CANADA
1136	CENTRE ST BRANCH	05076	ROYAL BANK OF CANADA
119TH & 40TH (BEVERLY)		05229	ROYAL BANK OF CANADA
1348	LONDON RD BRANCH	04312	ROYAL BANK OF CANADA
139	RIDEAU ST BRANCH	01517	ROYAL BANK OF CANADA
1406	KING ST E BRANCH	03662	ROYAL BANK OF CANADA

*Account Number 123456
 *Bank ROYAL BANK OF CANADA
 *Bank Number 003

Search and Select: Bank Branch

Search Advanced
** At least one is required

** Bank Branch
 ** Branch Number 04312 (j) Enter your 5-digit branch number
 ** Bank

Search Cancel (k) Click 'Search'

Bank Branch	Branch Number	Bank	BIC Code
1349 LONDON RD BRANCH	04312	ROYAL BANK OF CANADA	
ROYAL BANK OF CANADA 003-04312	04312	ROYAL BANK OF CANADA	

OK Cancel (l) Select your bank
(m) Click 'OK'

Bank Accounts

Save Cancel

*Account Number 123456
 *Bank ROYAL BANK OF CANADA
 *Bank Number 003
 *Bank Branch ROYAL BANK OF CANADA
 *Branch Transit Number 04312

To complete setup, apply your Bank Account information to the 'My Payment Methods' section:

My Payment Methods Click '+Add'

+ Add

My Payment Methods Save Cancel

***INSTRUCTIONS: MUST complete and SAVE to activate Direct Deposit.**

*What do you want to call this payment method?
 Enter a name for this account, such as 'direct deposit.'

*Organization Payment Method
 SEC Limited Direct Deposit

Payment Type
 Direct Deposit

*Bank Account
 90044 123456 Select the bank account from the drop-down list for this payment method.

Click Save

Your **'My Payment Methods'** section should look like the example below:

The screenshot shows a user interface for managing payment methods. At the top left is the title "My Payment Methods". At the top right is a button with a plus sign and the text "Add". Below the title is a table with one row. The first column contains the text "Checking Account", "Direct Deposit", "00846", and "123456". A blue callout box points to this text with the label "Name of payment method". The second column contains "100 %". A blue callout box points to this percentage with the text "'100%' assumes 100% of your pay is going into this single account". The third column contains a small pencil icon.

My Payment Methods		+ Add
Checking Account Direct Deposit 00846 123456	100 %	