# Setup Direct Deposit

Your paycheck will be received by you each week via Direct Deposit. Complete the instructions below to set up your direct deposit. This one-time process tells Securitas where to deposit your weekly paycheck.

(Note: US employees only may opt for a pay card instead of direct deposit. See instructions for Pay Card Setup in the Need Support section of the OneID portal at https://oneid.securitasinc.com)

**Prerequisite:** You MUST be enrolled in **Securitas OneID Multifactor Authentication** before you can set up Direct Deposit.

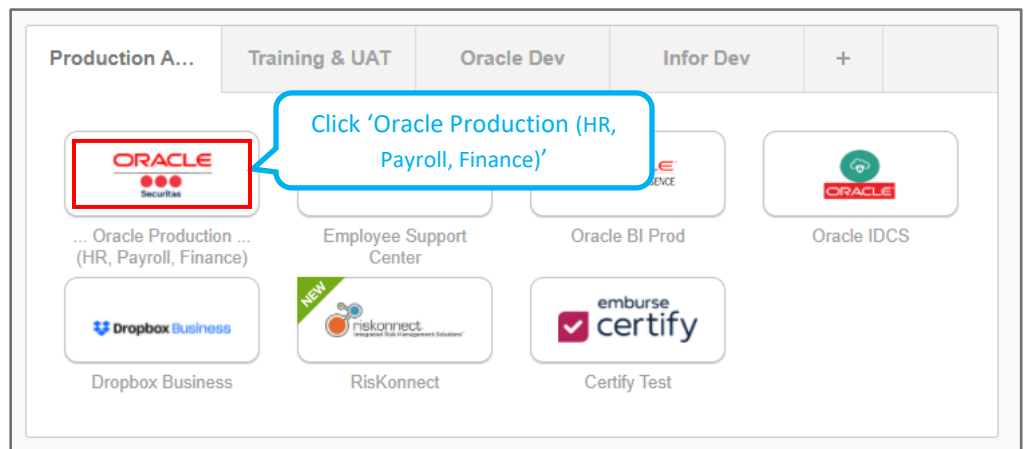**Use a PC or Mobile device** with internet connection to setup **Direct Deposit!**
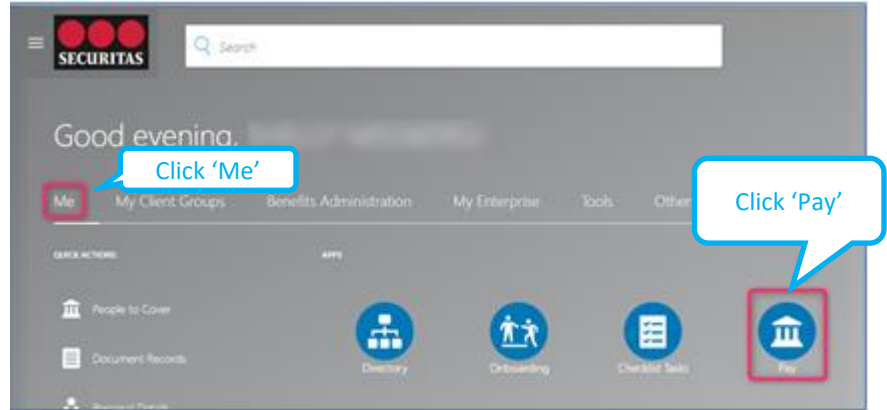
1. Login at the Securitas OneID portal at **https://oneid.securitasinc.com**



Enter your username and password, then click 'Sign in'
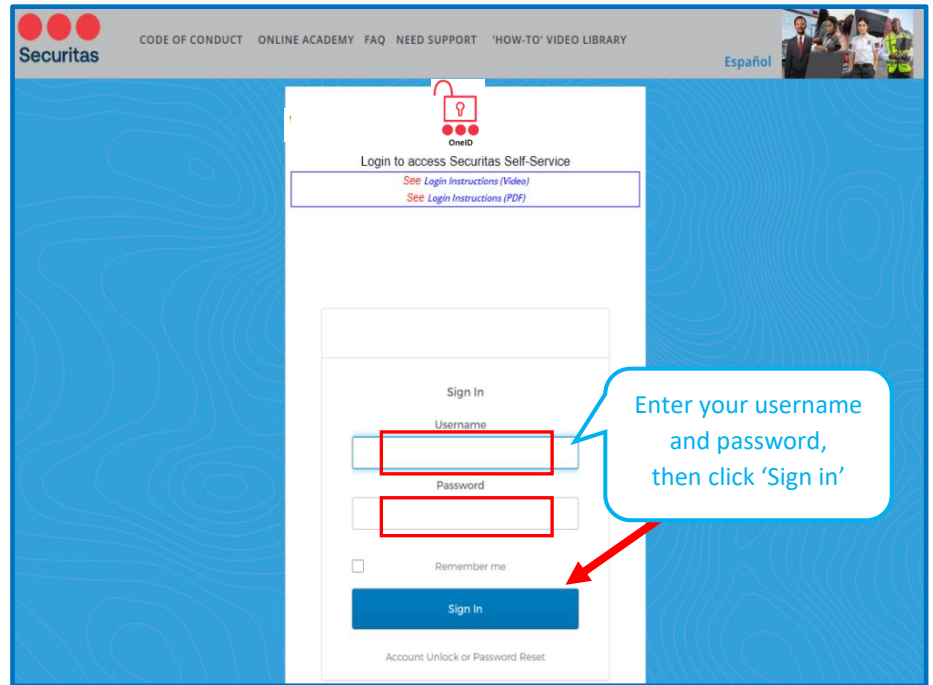
**This brings you to your Securitas OneID dashboard**

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



Click 'Oracle Production (HR, Payroll, Finance)'

**On your Oracle home screen:**

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



4. Select **'Payment Methods'**
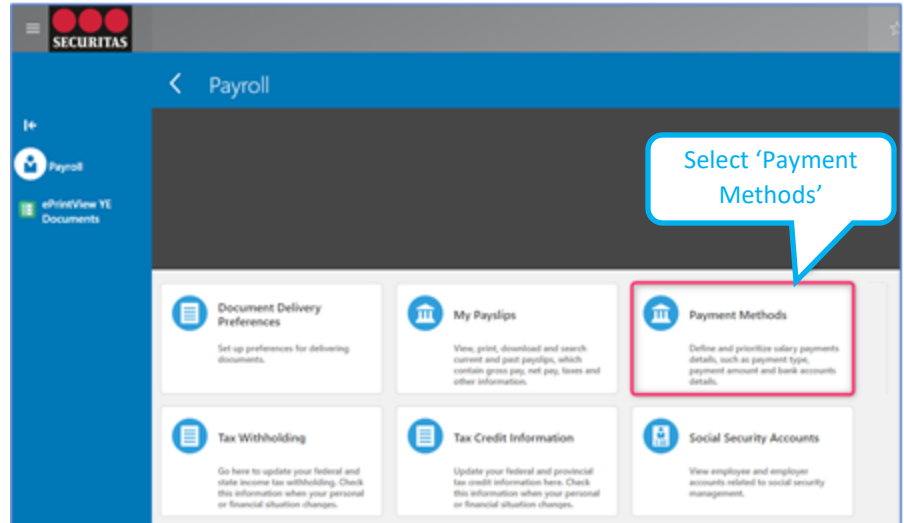


**Add Bank Account**

5. Click [ + Add ]
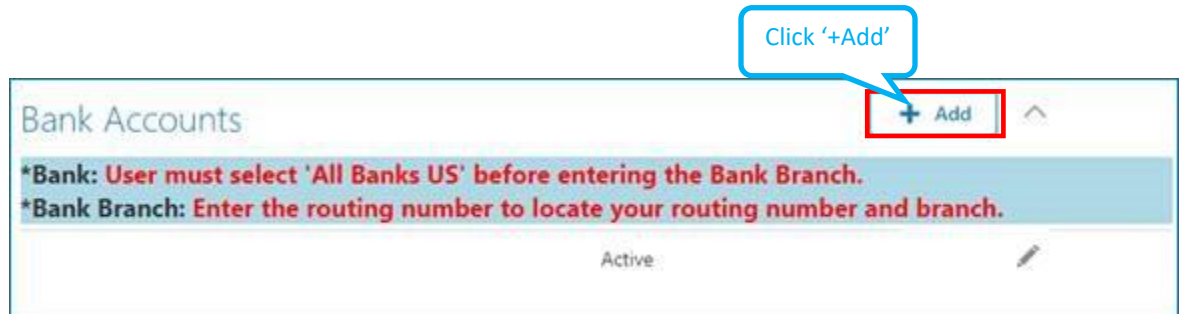
**Let us know where to deposit your paycheck.**

**Tip**:  Reference one of your own personal checks for your account number and routing number *(for checking account only)*.



Follow the instructions shown in the bubbles below:



Click  **Save**

To complete setup, apply your bank account information to the '**My Payment Methods'** section:

My Payment Methods

(e) Click '+Add'

**+ Add**

**Save**  **Cancel**

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

*What do you want to call this payment method?

(f) Enter a name for this account, such as 'direct deposit'

*Organization Payment Method

SEC SUSA Direct Deposit

(g) Select '**SEC SUSA Direct Deposit'**

**Payment Type**

Direct Deposit

*Payment Amount

'100%' assumes 100% of your pay is going into this single account

Percentage     100     %

*Bank Account

(h) Select your bank account from this drop-down menu

XXXXXXXXXXXXXXXX     Checking

Click  **Save**

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

My Payment Methods

Reorder     + Add

Checking Account
Direct Deposit
011000138
XXX456789
Checking

Name of payment method

Type of account (checking, savings, money market)

100 %

Payment amount

If your entire paycheck is to be deposited into this one account, your direct deposit setup is complete.

To direct portions of your paycheck into additional accounts, see instructions below.

**Multiple Accounts**: Follow the instructions below to direct portions your pay to additional account(s).

Complete these steps for each additional account you would like a portion of your pay directed to. You can split pay to 3 accounts maximum.

Return to the 'Bank Accounts' section to add another bank account

Click [ **+ Add** ]



Click '+Add'
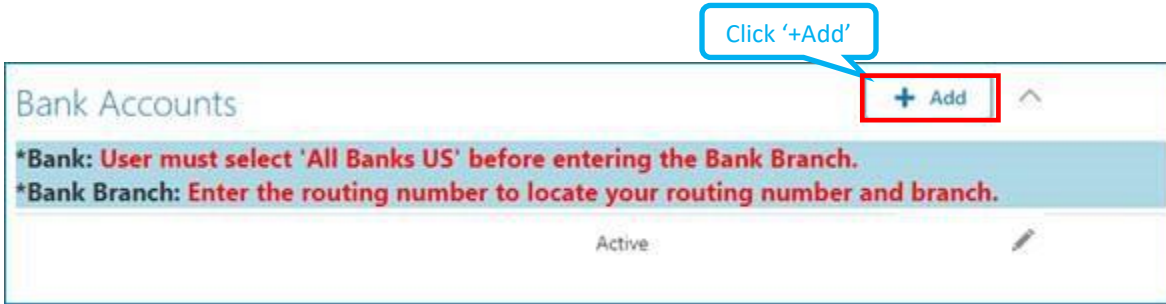
**Let us know where to deposit your paycheck.**

Follow the instructions shown in the text bubbles below:



(a) Enter the Account Number

(b) Select 'Checking', 'Savings', or 'Money Market'

(c) Select '**All Banks US**'

(d) Enter your Routing Number slowly, until your bank appears in the drop-down, then select it.

Click **Save**

To complete setup, apply your bank account information to the '**My Payment Methods**' section:

(e) Click '+Add'

My Payment Methods                                    **+ Add**

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Save    Cancel

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

**\*What do you want to call this payment method?**

(f) Enter a name for this account, such as 'Savings'

**\*Organization Payment Method**

SEC SUSA Direct Deposit

(g) Select '**SEC SUSA Direct Deposit**'

**Payment Type**
Direct Deposit

(h) Select 'Percentage' or 'Amount' from the drop-down

(i) Enter the percentage or an amount to deposit into this account

**\*Payment Amount**

Percentage            %

**\*Bank Account**

xxxxxxxxxxxxxxxxx    Checking

(J) Select the additional bank account from the drop-down

Click **Save**

If you've assigned multiple accounts, your '**My Payment Methods**' section could look something like the example below:

My Payment Methods                                    Reorder

Your bank accounts

Savings                                    25 USD
Direct Deposit
123103716
999888777666555
Savings

Amounts corresponding to your bank accounts

Checking 2                                  50 %
Direct Deposit
321176574
987654321000111222333
Checking

Checking 1                             Remaining Pay
Direct Deposit
031176110
123456789
Checking