<u>**Direct Deposit - Online Instructions**</u>

All employees must be set up with direct deposit.

You will need your account number and your routing number to add or change your direct deposit.

TO ADD A NEW DIRECT DEPOSIT:

1. Log into the BlackBoard portal: https://csp.blackboard.com/webapps/login/
2. Click on Employee tab
3. Under Details of Employment, click on Direct Deposit Information
4. Click on Add New Direct Deposit (available on your first day).
5. Input your Bank Routing Number. It is a nine digit number used to identify your financial institution - usually the first nine numbers on your check.
6. Input your Account Number. Clarify checking or savings account number from your financial institution.
7. Account Type: Select if it is a checking account or a savings account.
8. Click on the submit button.
9. Click on the agree button if you agree to the terms.
10. A Confirmation email will be sent to you.

TO CHANGE YOUR DIRECT DEPOSIT:

1. Log into the BlackBoard portal: https://csp.blackboard.com/webapps/login/
2. Click on Employee tab
3. Under Details of Employment, click on Direct Deposit Information
4. Click on Edit Direct Deposit Information.
5. Direct Deposit Information for Payroll is listed 2nd on the screen.
6. Please edit and clear out old routing and account number.
7. Input your Bank Routing Number. It is a nine digit number used to identify your financial institution - usually the first nine numbers on your check.
8. Input your account Number. Clarify checking or savings account from your financial institution.
9. Click on Checking or Savings tab.
10. Click on the submit button to save.