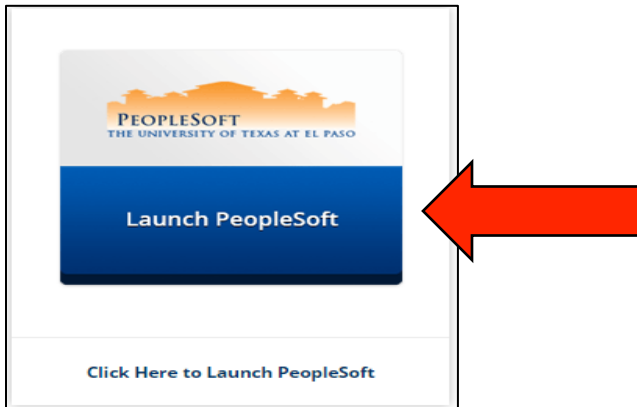
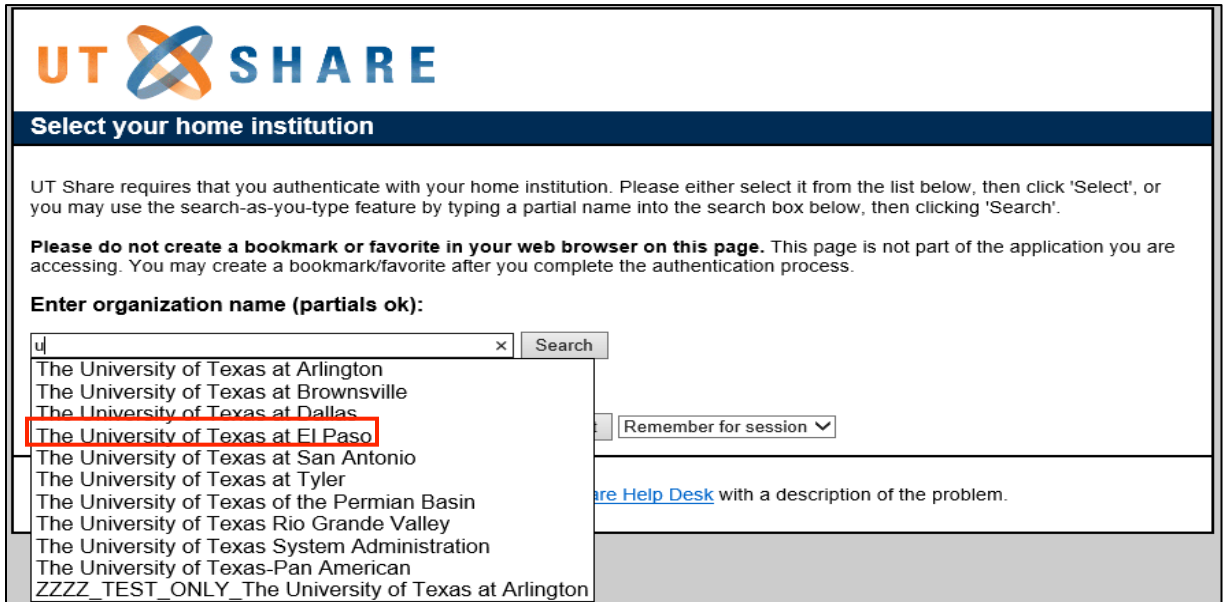


How to Set Up Direct Deposit

- First you need to be an active employee and have received your credentials to login, i.e. email and password.
- Then go to **peoplesoft.utep.edu**
- Click on the Launch PeopleSoft button



- Select UTEP from the list of schools



UT SHARE

Select your home institution

UT Share requires that you authenticate with your home institution. Please either select it from the list below, then click 'Select', or you may use the search-as-you-type feature by typing a partial name into the search box below, then clicking 'Search'.

Please do not create a bookmark or favorite in your web browser on this page. This page is not part of the application you are accessing. You may create a bookmark/favorite after you complete the authentication process.

Enter organization name (partials ok):


u Search

- The University of Texas at Arlington
- The University of Texas at Brownsville
- The University of Texas at Dallas
- The University of Texas at El Paso**
- The University of Texas at San Antonio
- The University of Texas at Tyler
- The University of Texas of the Permian Basin
- The University of Texas Rio Grande Valley
- The University of Texas System Administration
- The University of Texas-Pan American
- ZZZZ_TEST_ONLY_The University of Texas at Arlington

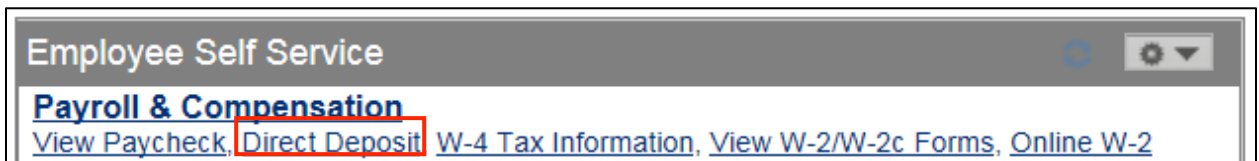
Remember for session

[View Help Desk](#) with a description of the problem.

- Login with your credentials

<p>Sign in with your UTEP account</p> <p>USERNAME: <input type="text"/></p> <p>PASSWORD: <input type="password"/></p> <p><input type="button" value="Login"/></p> <p>Get your UTEP account here Change Password Forgot your Password</p> <p><small>Unauthorized use of this system is prohibited. Usage may be subject to security testing and monitoring. Misuse is subject to criminal prosecution; and no expectation of privacy except as otherwise provided by applicable privacy laws.</small></p> <p><small>Use of this site is subject to UTEP's policies. Any use of this site not covered by UTEP policy is prohibited.</small></p>	<p>Welcome to The University of Texas at El Paso</p> <p>Please sign in using your UTEP account.</p> <p>Unauthorized use of this system is prohibited. Usage may be subject to security testing and monitoring. Misuse is subject to criminal prosecution; and no expectation of privacy except as otherwise provided by applicable privacy laws.</p> <p>Use of this site is subject to UTEP's policies. Any use of this site not covered by UTEP policy is prohibited</p> <div style="text-align: center;">  <p>Shibboleth.</p> </div>
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- Locate the Direct Deposit hyperlink in the Employee Self Service Section under Payroll & Compensation



- Once you click on the link, click on the Add Account button on the next page
- Enter the **Routing Number** to the bank
- Enter your **Account Number**
- **Select Account Type: Checking or Savings**
- For First time set up
 - **Deposit Type:** Will need to be **Balance**
 - **Deposit Order:** Automatically will be set to **999**
- For Second or Third Accounts
 - **Deposit Type:** Choose either **Amount** or **Percent**
 - **Amount or Percent:** Enter the amount or percent you wish to have deposited from your check.
 - **Deposit Order:** You can enter a number from 1 - 2
 - Here you are telling the system what to deposit 1st, then 2nd, and 999 will be deposited last. Meaning whatever is left over from your check will go into that account.

Please see picture:

Direct Deposit

Add Direct Deposit

Limara Dominguez


Your Bank Information

Routing Number: [View check example](#)

Distribution Instructions

Account Number:

*Account Type:

*Deposit Type: 

Amount
Balance
Percent

Amount or Percent:

*Deposit Order: (Example: 1 = First Account Processed)

* Required Field

[Return to Direct Deposit](#)

1. First Time Set Up - Please copy what's in the Purple Box.

2. For Second and Third Accounts - Please select an option in the orange boxes enter an amount in the orange highlighted box and enter 1 or 2 in purple highlighted box.

- Click on the **Acknowledge the terms of using Direct Deposit** button
- Click on **Accept** and then **Ok** on the confirmation screen

You have set up your direct deposit or added new accounts to an existing set up.