

How to Set up Direct Deposit

1. Log in to OneRF using your **ID** and **Password**.
2. On the left side of the screen, with **Menu** choices, hover over the **Personal Icon ❶** list in **Figure 2** or click on the **Menu list ❶** in **Figure 2A** shown below. Then scroll down to **Benefits and Pay ❷** and click on it. This will bring you to the **Benefits and Pay homepage ❸**, shown in **Figure 3** below. After selecting **Payment Elections ❹**, a **Payment Elections Window** pop-up window will appear as shown in **Figure 4**, on **Page 2**.

For details on how to change menu navigation, please see **How to Understand Navigating the OneRF Home Page** job aid.

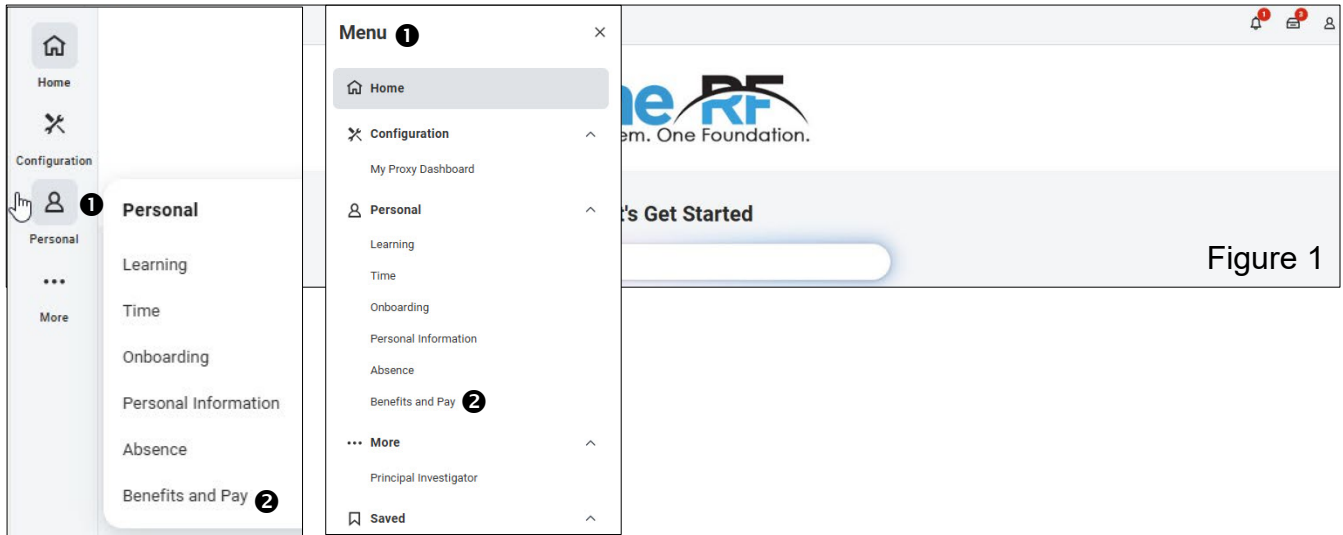


Figure 2

Figure 2A

3. Select **Payment Elections ❹** at the top of the screen. This will open the **Payment Elections Screen** as shown in **Figure 4**, on **Page 2**.

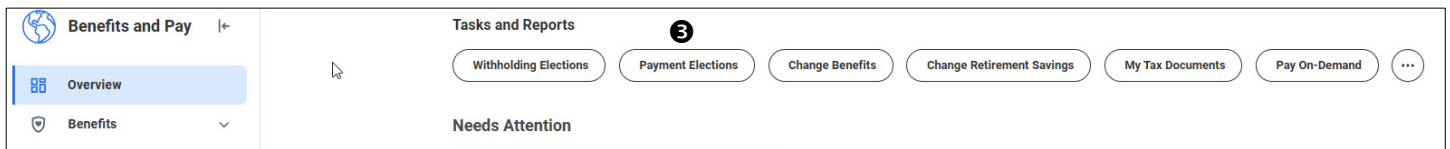


Figure 3

- In the **Payment Elections Window** in **Figure 4** below, click on **Add ④**. That will open a **Preferred Payment Method** window as shown in **Figure 5** below.

Figure 4

- Input all required information with the red asterisk. After completing the required fields, click **OK ①**. You have now completed the **Direct Deposit** process. A different **Payment Elections** window with direct deposit information will appear on **Page 3**, as shown in **Figure 6** on **Page 3**.

Please Note: Expense Payments ② equal reimbursements for expenses.
USA Payroll Payment Field Office ③ equals regular payroll payment.

2

Figure 5

Payment Elections screen details. You have now finalized the direct deposit setup process.

Payment Elections Derek Jeter

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Person Derek Jeter

Default Country United States of America

Default Currency USD

Status Successfully Completed

Last Updated 06/04/2025 11:56 AM

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	Action
JP Morgan Chase ****6789	United States of America	JP Morgan Chase	Checking	****6789	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/>

Payment Elections 2 items

Pay Type	Payment Type	Account	Account Number	Distribution	Action
Expense Payments	Direct Deposit	JP Morgan Chase ****6789	****6789	Balance Yes	<input type="button" value="Edit"/>
USA Payroll Payment Field Office	Direct Deposit	JP Morgan Chase ****6789	****6789	Balance Yes	<input type="button" value="Edit"/>

Figure 6