Direct Deposit Instructions

1. Login to At Your Service Online at https://atyourserviceonline.ucop.edu/ayso/

   If you have never logged into AtYourServiceOnline before, please follow the instructions below to access your W-2s and earning statements:
   1. Go to the AtYourServiceOnline login page: https://atyourserviceonline.ucop.edu/ayso/
   2. Click on the link that says “New to UC and have a temporary password”
   3. The next page will say “Sign in notification”
   4. Click Continue at the bottom
   5. Enter in your full social security number with no dashes
   6. The password is your date of birth in the following format: MMDDYYYY
   7. The website will prompt you to create a new password, then a new user name

2. On the right side under Income and Taxes, click Direct Deposit:

3. Choose Direct Deposit and then Continue:

4. For steps 4-7, see the image on the following page. Choose what type of account you are enrolling (Checking or Savings)
   5. Enter your routing number (See the check diagram for assistance with your routing number)
   6. Enter your account number twice for verification
   7. Click Submit
8. You will receive a confirmation screen. Please allow one to two pay cycles before receiving your first deposit. A paper check will be sent to your department in the meantime.

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