

Guide to Adding/Updating Direct Deposit on the Consumer Portal

1. Log onto your **Consumer Portal** account.
2. At the top of the page, put your cursor over your name as shown in example below and a drop-down box will appear.



3. Click on **Payment Method**
4. The next page will take you to the below screen. You **MUST** click on **Update** next to the benefit you wish to update/add direct deposit. If you are enrolled in more than one, you'll need to complete this step for each benefit.

Current Payment Method				
PLAN YEAR	ACCOUNT(S)	PRIMARY	ALTERNATE	
01/01/2021 - 12/31/2021	Transit 2021	test dd	-	 Update
01/01/2021 - 12/31/2021	FSA 2021	test check	-	 Update
01/01/2018 - No end date	HSA	test check	-	 Update

5. If there is no Bank Account within the system, you will have the opportunity to ADD your bank account at this time. **NOTE: You will still be required to do this step for each enrolled benefit for direct deposit information to be linked.**

Banking / Add Bank Account

Bank Account Information

Routing Number * 

Account Number *

Confirm Account Number *

Account Type * Checking

Account Nickname * 