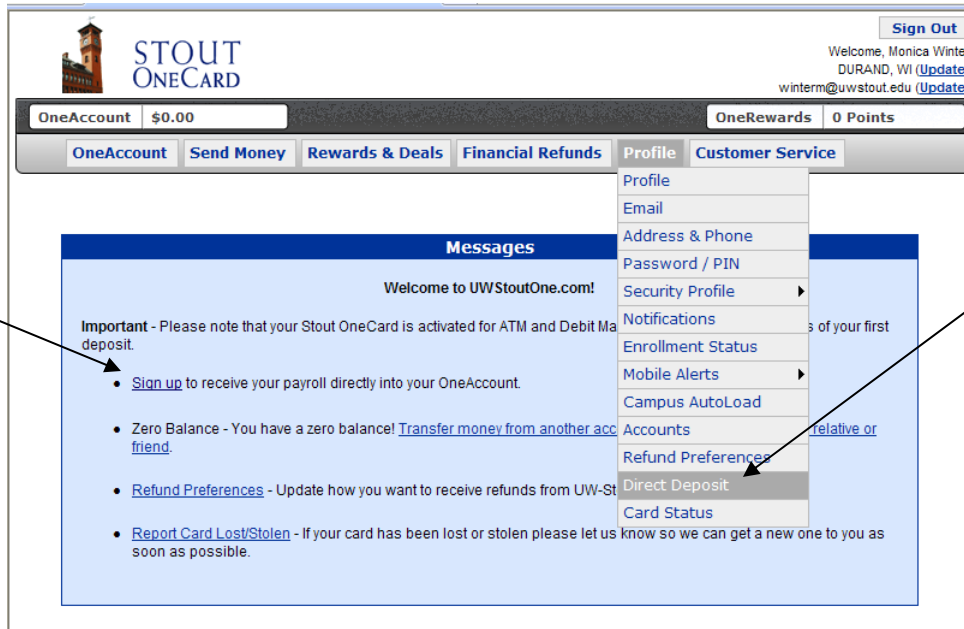


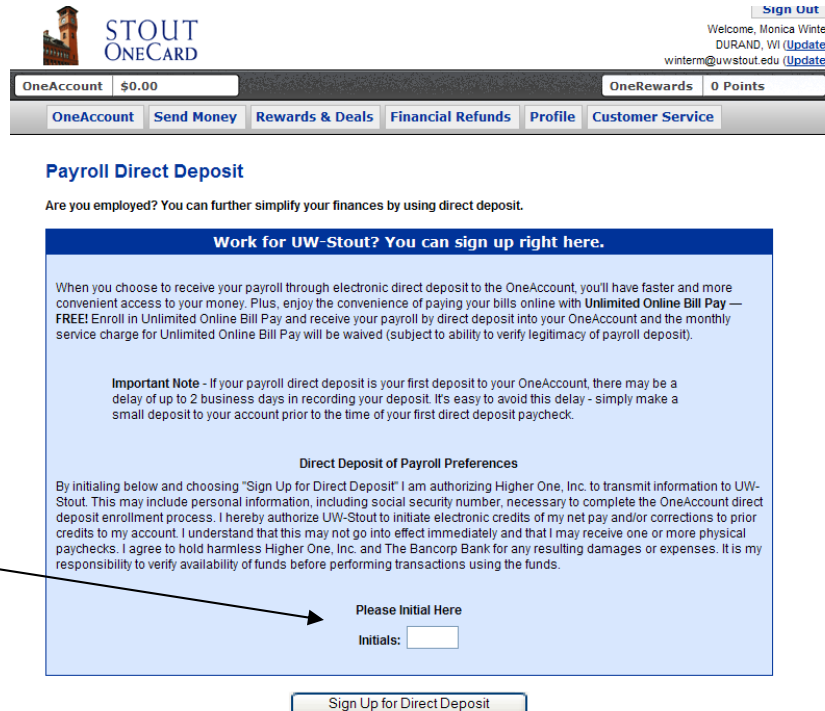
How to sign up for Direct Deposit onto your Stout OneCard

Step 1: Log into your Stout OneCard account & click on the link that says “Sign up” on the message board or drop down the profile menu to select “Direct Deposit”.



The screenshot shows the Stout OneCard account dashboard. At the top, there is a "Sign Out" button and a welcome message for Monica Winter. Below this, there are tabs for "OneAccount" (showing a balance of \$0.00) and "OneRewards" (showing 0 Points). A navigation bar includes "OneAccount", "Send Money", "Rewards & Deals", "Financial Refunds", "Profile", and "Customer Service". The "Profile" menu is open, showing options like "Profile", "Email", "Address & Phone", "Password / PIN", "Security Profile", "Notifications", "Enrollment Status", "Mobile Alerts", "Campus AutoLoad", "Accounts", "Refund Preferences", "Direct Deposit", and "Card Status". A message box titled "Messages" contains an important notice: "Important - Please note that your Stout OneCard is activated for ATM and Debit Ma deposit." Below this, there are several links: "Sign up to receive your payroll directly into your OneAccount.", "Zero Balance - You have a zero balance! Transfer money from another acc friend.", "Refund Preferences - Update how you want to receive refunds from UW-St", and "Report Card Lost/Stolen - If your card has been lost or stolen please let us know so we can get a new one to you as soon as possible."

Step 2: Type your initials into the box and click “Sign Up for Direct Deposit” and you are now signed up!



The screenshot shows the "Payroll Direct Deposit" sign-up form. At the top, there is a "Sign Out" button and a welcome message for Monica Winter. Below this, there are tabs for "OneAccount" (showing a balance of \$0.00) and "OneRewards" (showing 0 Points). A navigation bar includes "OneAccount", "Send Money", "Rewards & Deals", "Financial Refunds", "Profile", and "Customer Service". The "Payroll Direct Deposit" section is active, with the heading "Work for UW-Stout? You can sign up right here." Below this, there is a paragraph explaining the benefits of direct deposit. An "Important Note" states: "If your payroll direct deposit is your first deposit to your OneAccount, there may be a delay of up to 2 business days in recording your deposit. It's easy to avoid this delay - simply make a small deposit to your account prior to the time of your first direct deposit paycheck." The "Direct Deposit of Payroll Preferences" section contains a paragraph of terms and conditions. Below this, there is a "Please Initial Here" label and an "Initials:" input field. A "Sign Up for Direct Deposit" button is located at the bottom of the form.

Type Initials Here

If you have any questions regarding your Direct Deposit please contact:

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