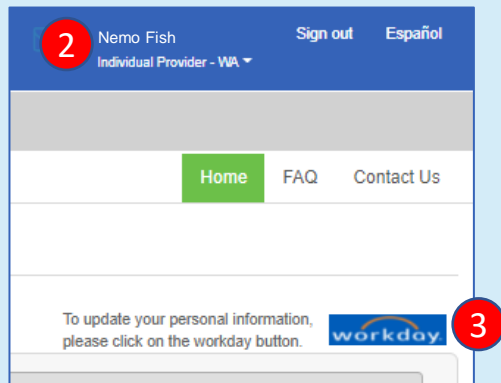


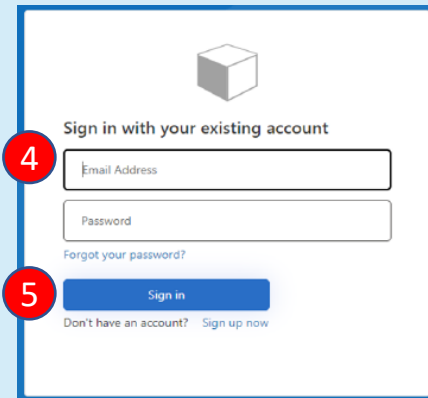
# HOW TO: Change your Payment Election

Note: Allow up to 5 business days for your elections to take effect. Inaccurate information may result in delays.

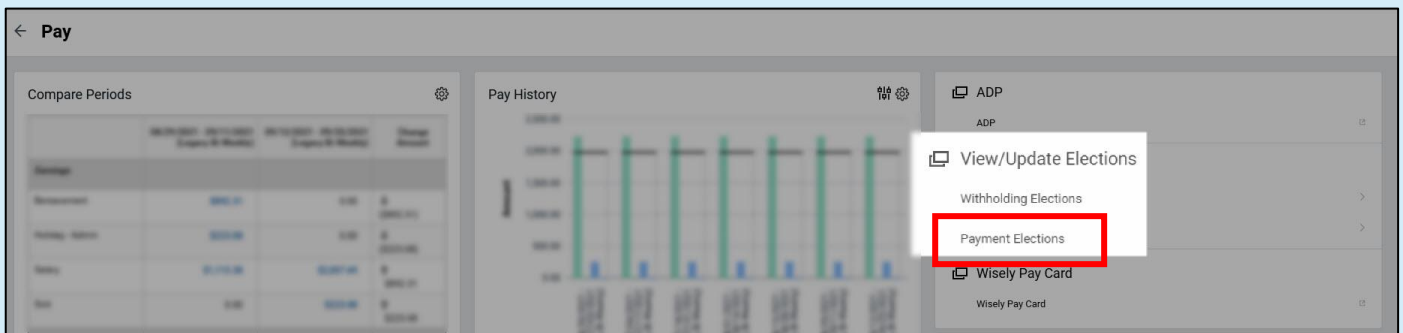
1. Login to **CDWA's DirectMyCare** [web portal](#).
2. Click on your name to go to your User Profile.
3. Click on the Workday button to go to your Workday account.



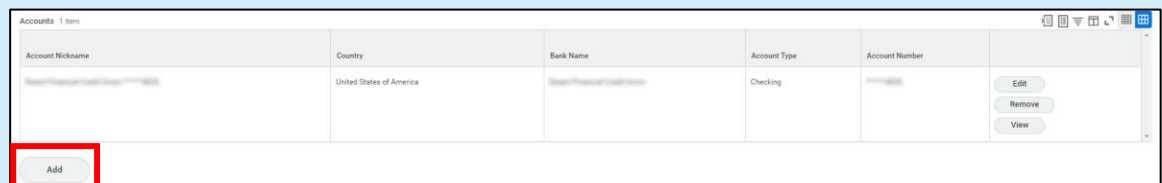
4. Enter the email address and password you use to log into your **CDWA DirectMyCare** web portal.
5. Click **Sign in** to go to your Workday home page.



7. Click on **View All Apps**.
8. Click the **Payment Elections** in the View/Update Elections Section.



9. Click the **Add** button to add a new account.



Enter the information in the required fields identified with a red asterisk (\*). Click the orange **OK** button.



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

OPTIONAL BUTTONS:

**Edit:** change/correct bank information

**Remove:** remove direct deposit information

**View:** view direct deposit information

Click the orange **OK** button.



## Editing Your Current Payment Elections

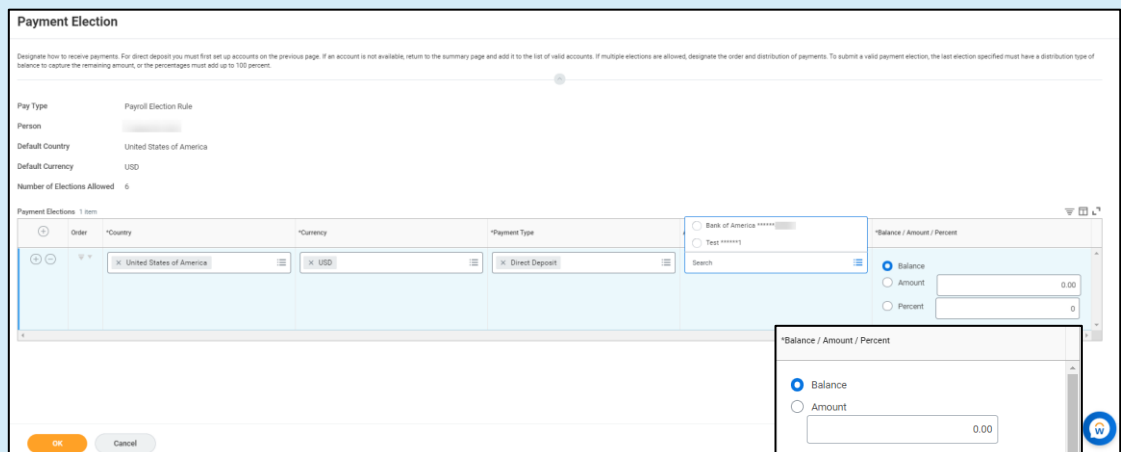
Once you've added all the accounts where you'd like to receive your payment, you can edit them to split your pay.

Under the Payment Elections section, click the Edit button on the Payroll Election Rule CDWA line.

Pay Type	Payment Type	Account	Account Number	Distribution	
Payroll Election Rule	Direct Deposit	Bank of America *****	*****	Balance Yes	<input type="button" value="Edit"/>
Expense Election Rule	Manual			Balance Yes	<input type="button" value="Edit"/>

Click into the fields to select from the dropdowns for the following:

- Country** (select United States of America)
- Currency** (select USD)
- Payment Type** (select Direct Deposit or Wisely Pay card)
- Account** (select from the list of accounts you added)



**Payment Election**

Designate how to receive payments. For direct deposit you must first set up accounts on the previous page. If an account is not available, return to the summary page and add it to the list of valid accounts. If multiple elections are allowed, designate the order and distribution of payments. To submit a valid payment election, the last election specified must have a distribution type of balance to capture the remaining amount, or the percentages must add up to 100 percent.

Pay Type: Payroll Election Rule  
 Person: [Name]  
 Default Country: United States of America  
 Default Currency: USD  
 Number of Elections Allowed: 6

Order	Country	Currency	Payment Type	*Balance / Amount / Percent
1	United States of America	USD	Direct Deposit	<input checked="" type="radio"/> Balance <input type="radio"/> Amount: 0.00 <input type="radio"/> Percent: 0

**\*Balance / Amount / Percent**

Balance  
 Amount: 0  
 Percent: 0

In the Balance/Amount/Percent fields, choose the amount or percent you want deposited into each account.

- If splitting by percent, make sure the totals add up to 100%
- If splitting by amount, the last account needs to have Balance selected. You can change the order of accounts by clicking the arrows in the Order column.

When you have finished, click the orange **OK** button. You will be taken back to the Manage Payment Elections screen.