SAN BERNARDINO **COUNTY**

Direct Deposit changes can be completed in the following ways:

1. Complete Direct Deposit changes through EMACS Self-Service.
2. Complete a Direct Deposit Authorization Form (this form can be located on the EMACS forms website). This form is only to be used if the employee has only has one (1) direct deposit account. If employee has more than one (1) direct deposit account, direct deposit changes will need to be made through EMACS Self-Service.

Steps to take:

1. Obtain Your Account Number
2. Obtain Your Routing Number
3. Change Your Direct Deposit Information

1) Obtaining Your Account Number:

* Account number **MUST** contain 13 digits.
* **ALL** account numbers must begin with 600. When you add your 10-digit card ID number to that, you have a total of 13 digits.

1.

* Sign-in to your US Bank account via a computer. www.usbankfocus.com (note: the mobile site via phone or tablet do not contain the same information).
* The Upper right hand corner will contain a box like this:
* Your account number will be 600 followed by your Card ID number (example: if my Card ID number is 1234567890, my account number would be 6001234567890)
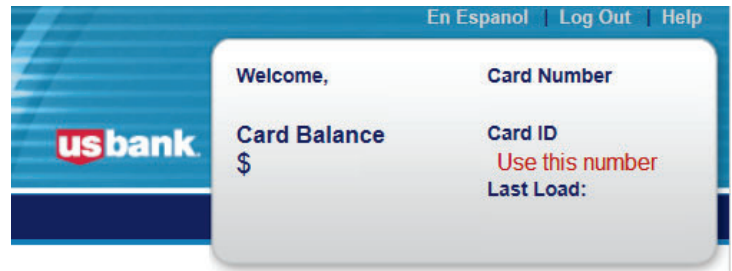
2.

* Sign-in to your US Bank account via a computer. (note: the mobile site via phone or tablet do not contain the same information).
* Go to the "My Card Features" section.
* Click on "Alerts"
* Near the middle of the page is the section you see below. If you enter your cell phone number and select your carrier from the drop down box, you are enrolling in the ability to receive text messages regarding your Focus Card account.
* Once text alerts have been set up, text DD to 90831. It will return a text containing your full 13-digit account number and the routing number.
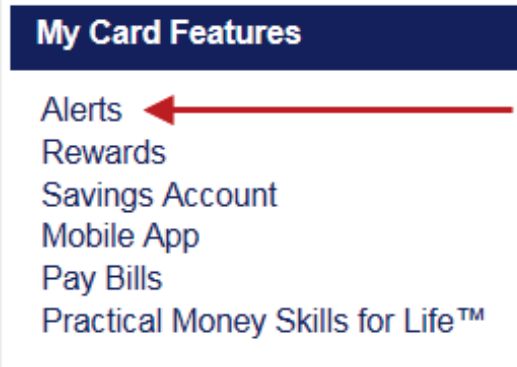
If you would like to receive Text Alerts, tell us the following:

Cell Phone Number*

Format: 7032345678

Carrier

* When you give us your mobile phone number, we have your permission to send text message alerts to that number about your account. Message and data rates may apply.

Contact your cell phone provider to confirm your plan details. This service may be interrupted or terminated at any time without prior notice.

2) Routing Number:

071004200 (this is the Focus Card routing number)

3) Changing Your Direct Deposit:

1.

* Sign In to EMACS
* Go to your Direct Deposit screen (Self-Service > Payroll and Compensation > Direct Deposit)
* You can "Add" a new account or "Edit" an existing account.
* If you are "Adding" an account, you need to enter your account information in all these fields.
* If you are "Editing" an account, you need to clear the fields (do not save yet) and enter your new account information.
* When you have completed all blank fields, click save and review the information you entered.

Review, add or update your direct deposit information.

Direct Deposit Detail

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Priority		
Savings			Amount	$400	10	Edit	Delete
Savings			Amount	$50	20	Edit	Delete
Checking			Amount	$50	40	Edit	Delete
Checking			Balance		999	Edit	Delete

Add Account

Your Bank Information

Routing Number: 071004200 ✕ 🔍 FOCUS CARD - US BANK

Distribution Instructions

Account Number: _____

*Account Type: Checking ▾

*Deposit Type: ▾

Amount or Percent: _____

*Priority: ____ (example: 1 = first account processed)

Save

Return to Direct Deposit

* Routing number will always be 071004200
* Your Account number **MUST** be 13 digits (**must** start with 600)
* Account type is "Checking"
* Deposit type: (choose one)
    Balance - your mandatory direct deposit account. (CANNOT be deleted, only edited.)
    Amount - a secondary account where you specify the dollar amount of your check that you want deposited.
    Percent - a secondary account where you specify the percent of you check that you want deposited.
* Amount or Percent is the dollar amount or percent amount of your check that you want to go to your Focus Card.
* Priority - Must be 999 if it is a Balance account. Amount or Percent account can be any number you choose. Monies are deposited to accounts in numerical order beginning with 1 and ending with 999.

2.

Complete the Direct Deposit Authorization form. It can be found on the EMACS Forms website (Home > Employee Resources > Time Reporting, Direct Deposit and Withholdings > Direct Deposit) *Note: This form can only be used if you have one (1) Direct Deposit Account. If you have more than one (1) direct deposit account, you will need to make changes via EMACS Self-Service.*