How to Set Up Direct Deposit

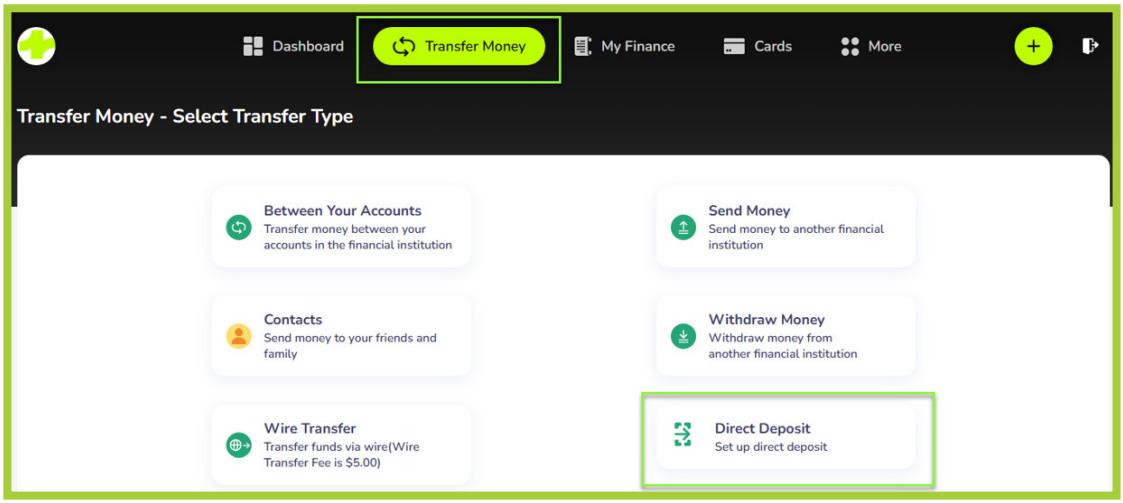
We've made setting up direct deposit easier than ever with our new in-app feature, powered by Pinwheel. Follow these steps to get started:

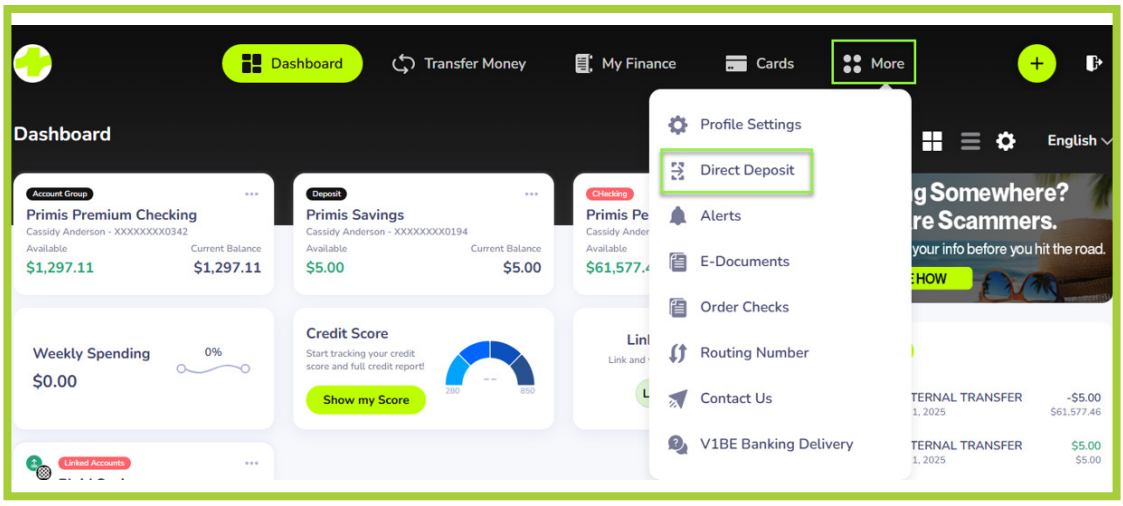
Step 1: Log In

Open the **Primis Digital Banking app** or log into **Online Banking.**

Step 2: Find Direct Deposit

Tap **Transfer Money,** or go to **More** and select **Direct Deposit** from the menu.

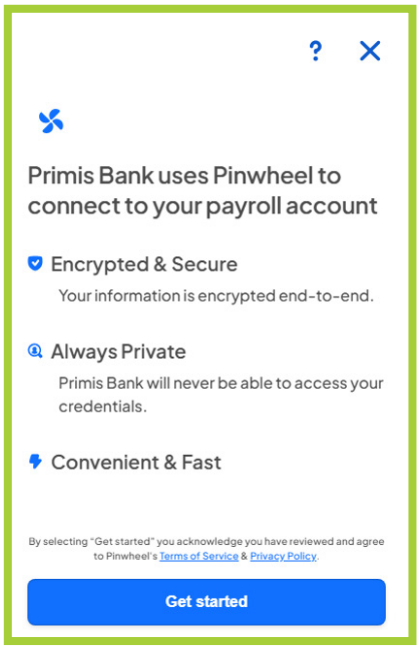




Member FDIC

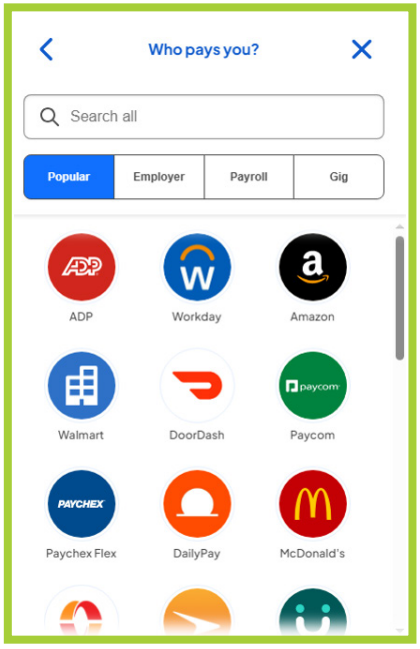
Step 3: Launch Direct Deposit

The Pinwheel direct deposit setup will launch. Tap **Get Started** at the bottom of the screen.



Step 4: Search for Your Employer

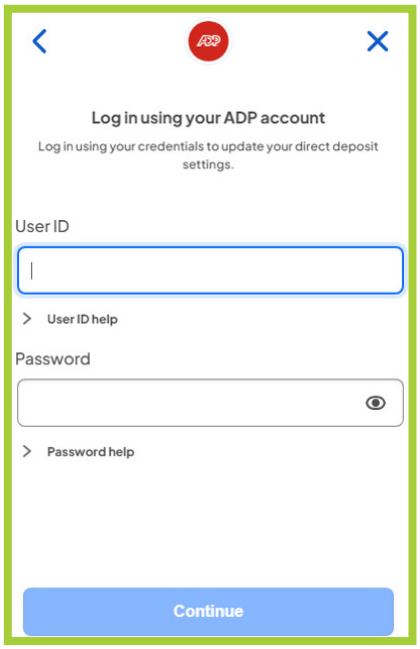
Type in the name of your company or payroll provider into the search bar.



Member FDIC

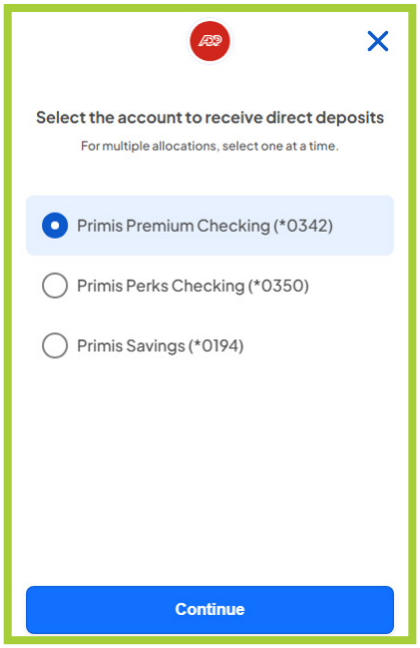
Step 5: Sign In

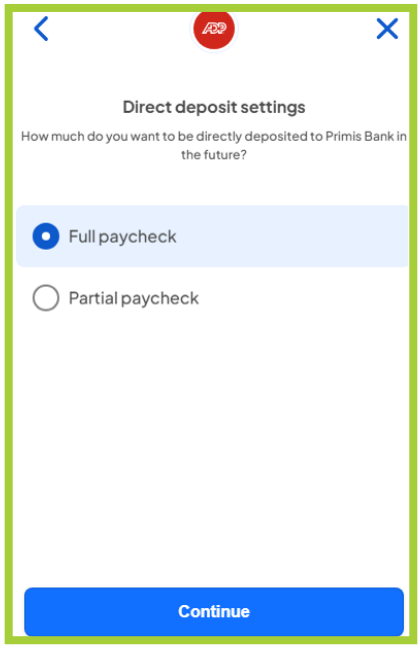
Select your company and sign in using your **workplace or payroll provider login credentials.**



Step 6: Choose Your Primis Account

Select which **Primis account** you'd like your paycheck deposited into. Choose whether you'd like your **full paycheck** or just a **partial deposit** sent here.



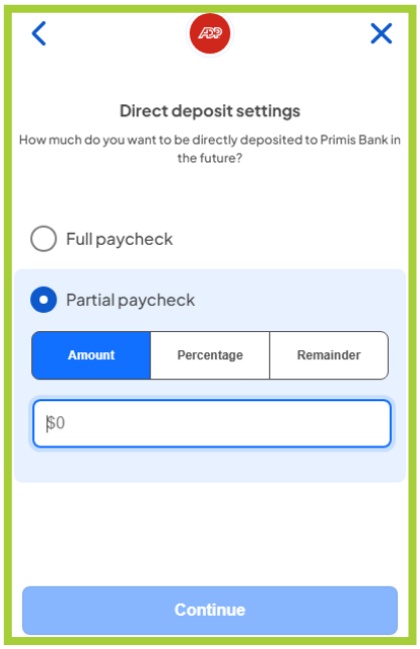


Member FDIC

Step 7: Set Your Deposit Amount (If Partial)

If you choose **partial deposit,** you'll select how much to send to your Primis account:

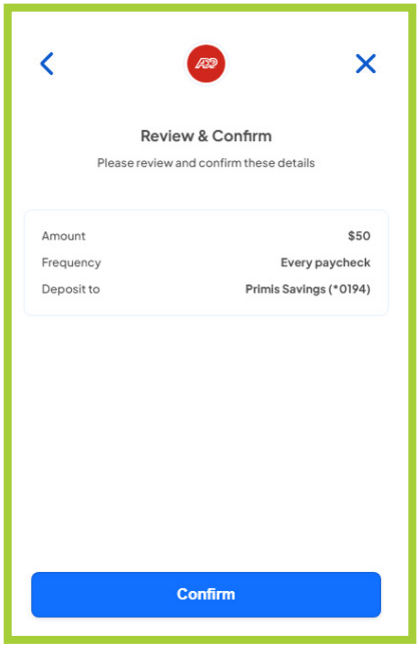
- A specific dollar amount
- A percentage of your paycheck
- Or the remainder after other allocations

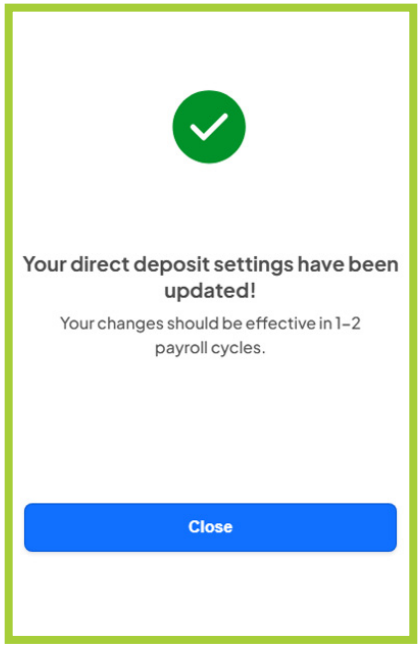


Step 8: Review & Confirm

Double-check your selections. If something needs adjusting, tap the back arrow in the top left corner. Once everything looks right, tap Confirm.

You'll see a confirmation screen letting you know your direct deposit has been set up. Changes typically take effect within 1–2 payroll cycles.

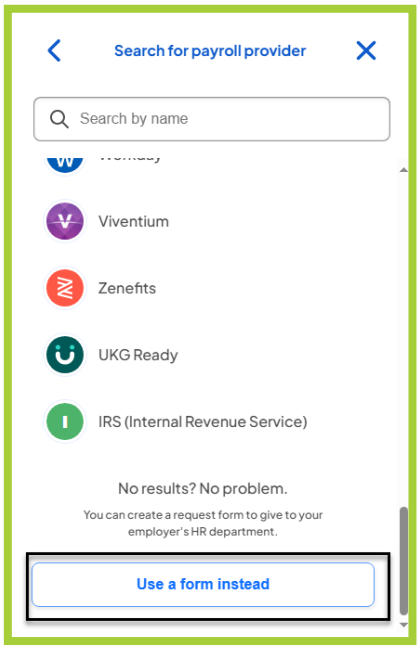




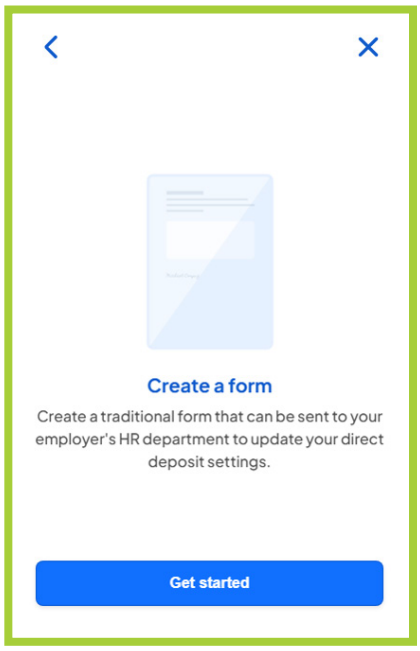
Member FDIC

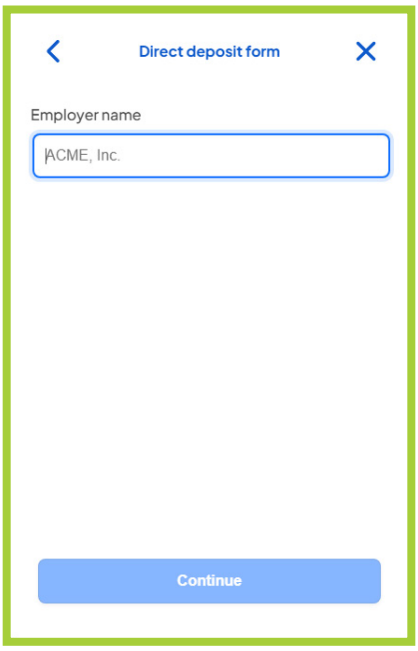
What if you cannot find your employer using the search function?

If you cannot find your employer when you use the search tool, or you do not have a direct login in to their payroll provider—click **Use a form isntead.**



You will then click Get Started, enter your employer name, and your full name.



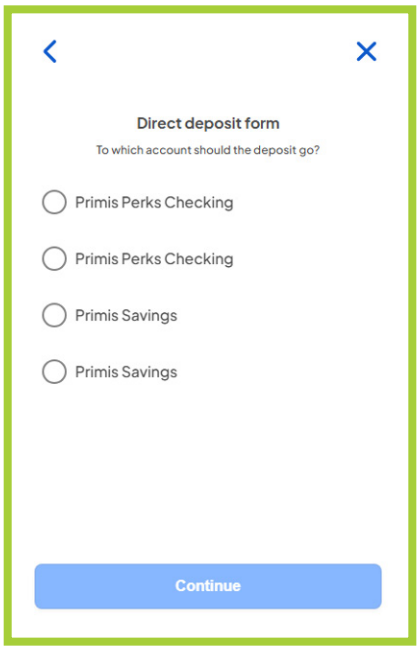


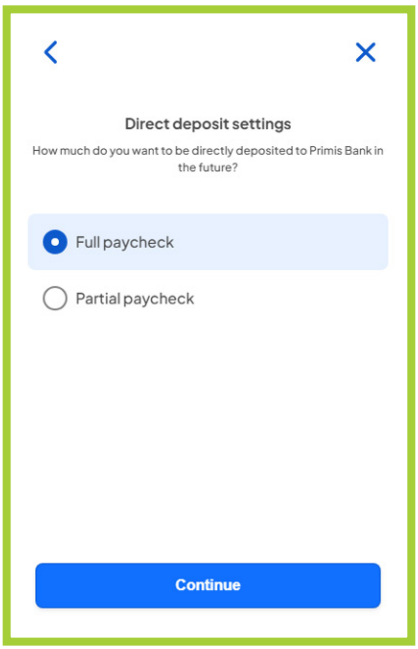


Member FDIC

Choose Your Primis Account

Select which **Primis account** you'd like your paycheck deposited into. Choose whether you'd like your **full paycheck** or just a **partial deposit** sent here.

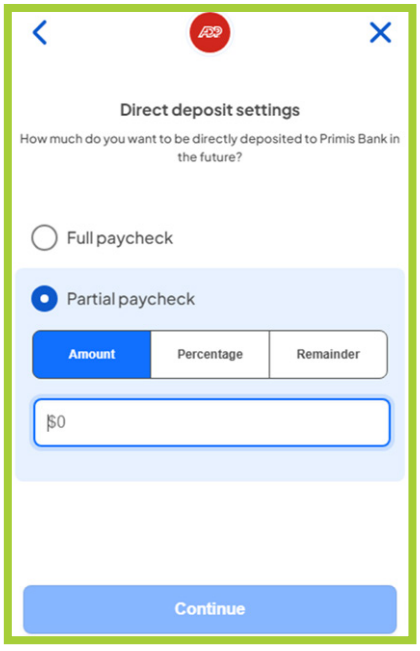




Set Your Deposit Amount (If Partial)

If you choose **partial deposit,** you'll select how much to send to your Primis account:

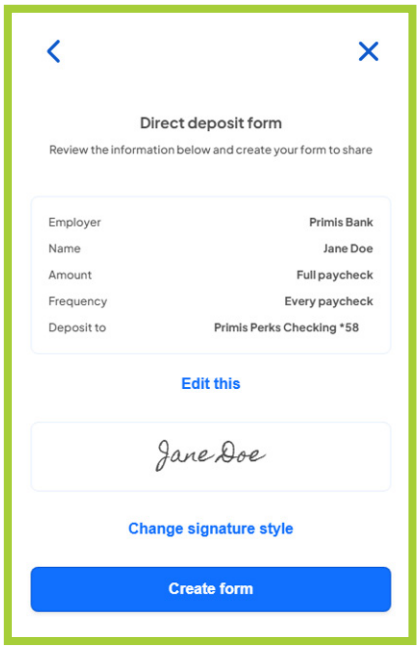
- A specific dollar amount
- A percentage of your paycheck
- Or the remainder after other allocations



Member FDIC

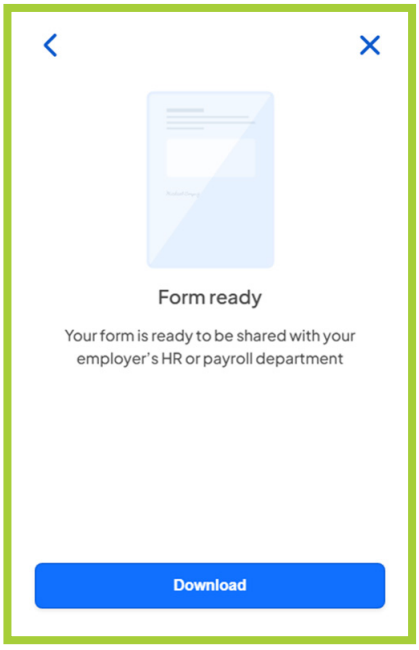
Review and Sign Direct Deposit Form

The screen shown on the right will appear for you to review and sign your direct deposit form. You have the option to edit your signature and change the signature style. When finished, click on **Create form.**



Your Form is Now Ready

Click **Download** to get their form. At this time, the form will populate for the customer to save or print to provide to their employer.





Member FDIC