

How to Set Up Direct Deposit

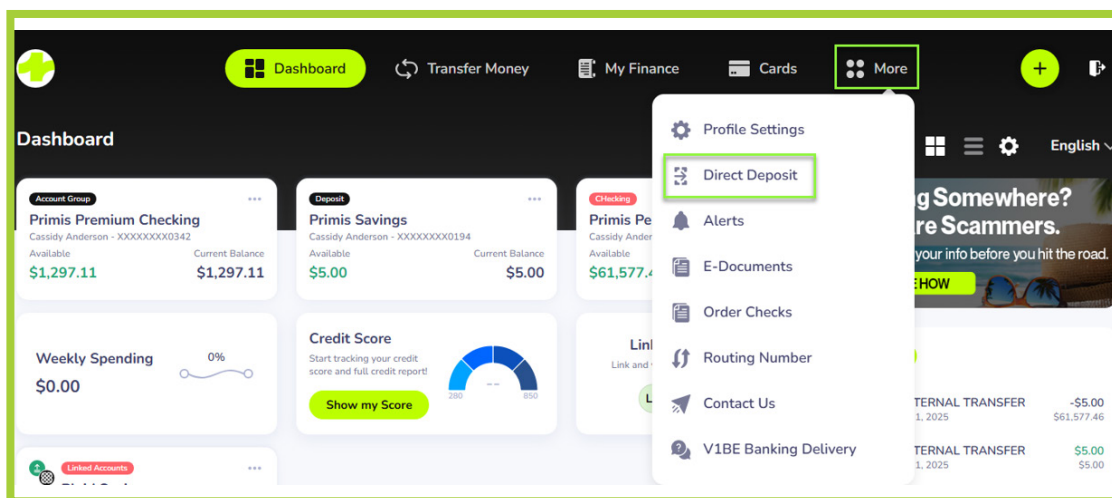
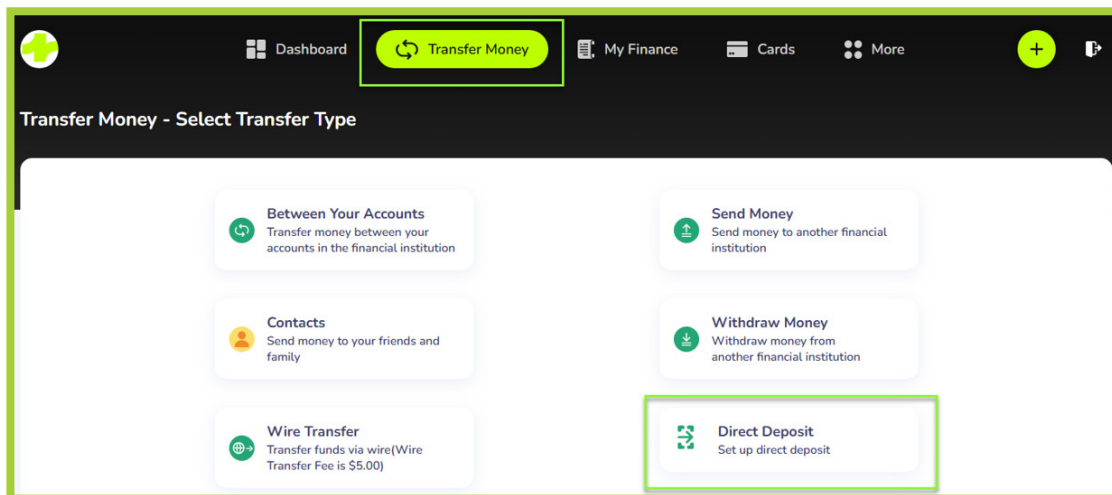
We've made setting up direct deposit easier than ever with our new in-app feature, powered by Pinwheel. Follow these steps to get started:

Step 1: Log In

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

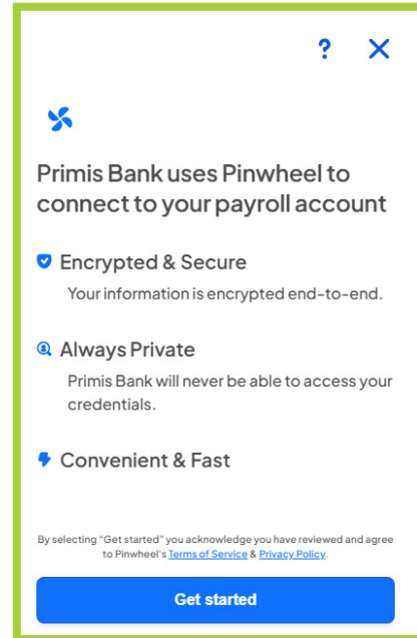
Step 2: Find Direct Deposit

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



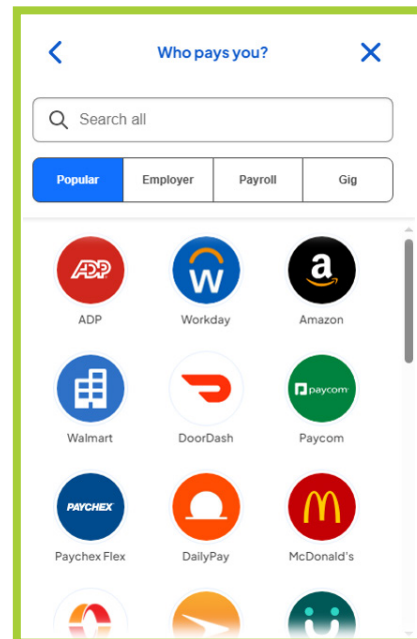
Step 3: Launch Direct Deposit

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



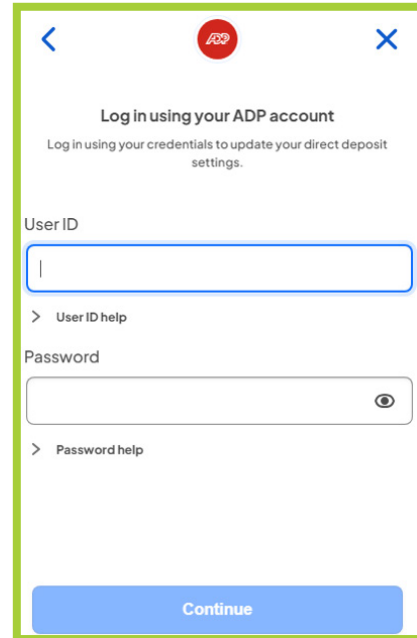
Step 4: Search for Your Employer

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



Step 5: Sign In

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

A screenshot of a mobile app login screen for ADP. At the top, there is a red circle with the ADP logo and a blue 'X' in the top right corner. Below the logo, the text reads "Log in using your ADP account" followed by "Log in using your credentials to update your direct deposit settings." There are two input fields: "User ID" and "Password". Below the "User ID" field is a link that says "> User ID help". Below the "Password" field is a link that says "> Password help". At the bottom, there is a blue button labeled "Continue".

< ADP X

Log in using your ADP account

Log in using your credentials to update your direct deposit settings.

User ID

> User ID help

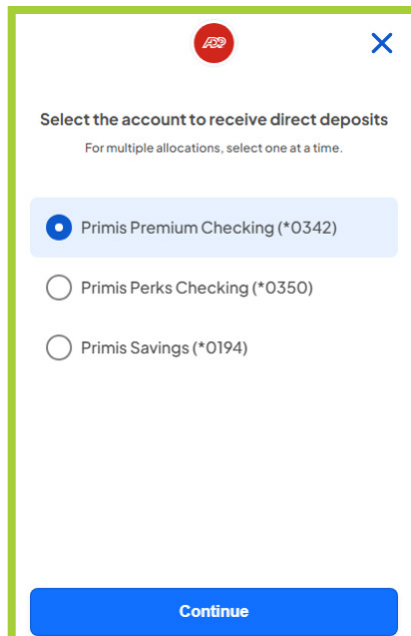
Password

> Password help

Continue

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.

A screenshot of a mobile app screen titled "Select the account to receive direct deposits". It includes the subtitle "For multiple allocations, select one at a time." There are three radio button options: "Primis Premium Checking (*0342)", "Primis Perks Checking (*0350)", and "Primis Savings (*0194)". The first option is selected. At the bottom, there is a blue button labeled "Continue".

ADP X

Select the account to receive direct deposits

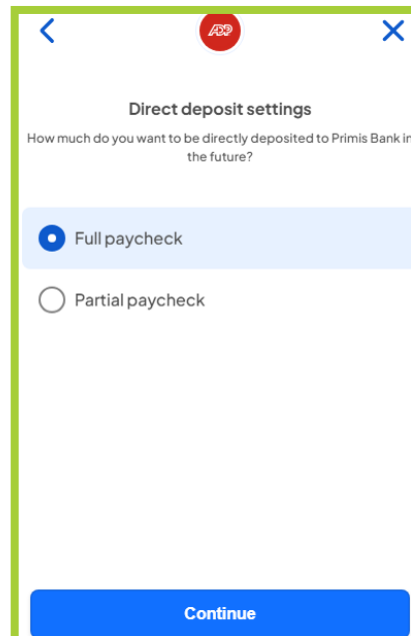
For multiple allocations, select one at a time.

☒ Primis Premium Checking (*0342)

☐ Primis Perks Checking (*0350)

☐ Primis Savings (*0194)

Continue

A screenshot of a mobile app screen titled "Direct deposit settings". It includes the subtitle "How much do you want to be directly deposited to Primis Bank in the future?". There are two radio button options: "Full paycheck" and "Partial paycheck". The first option is selected. At the bottom, there is a blue button labeled "Continue".

< ADP X

Direct deposit settings

How much do you want to be directly deposited to Primis Bank in the future?

☒ Full paycheck

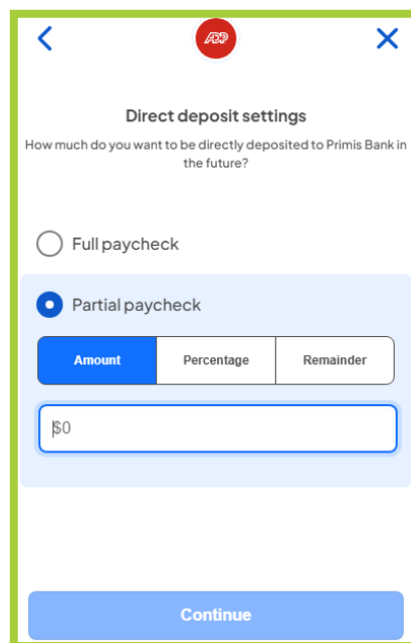
☐ Partial paycheck

Continue

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



Direct deposit settings

How much do you want to be directly deposited to Primis Bank in the future?

☐ Full paycheck

☒ Partial paycheck

Amount Percentage Remainder

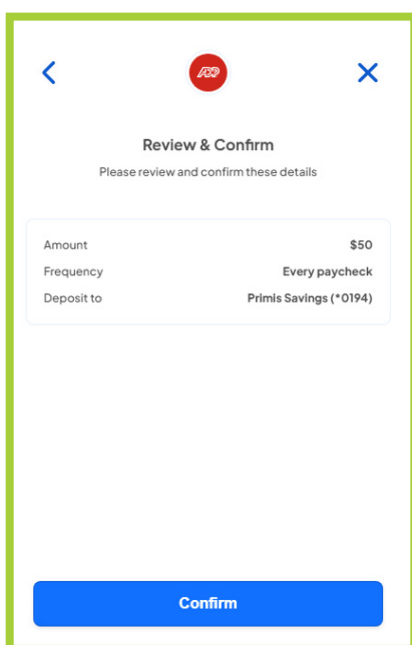
\$0

Continue

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.

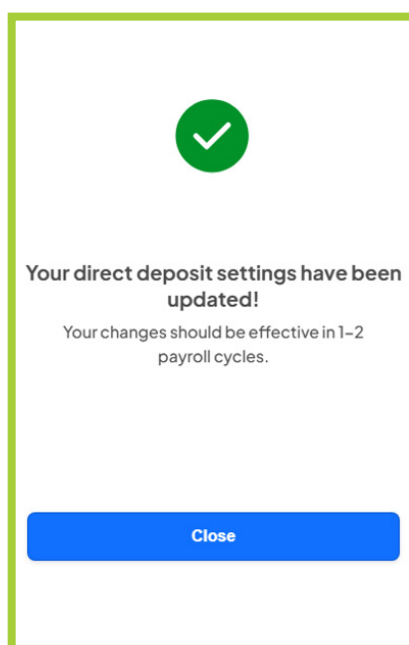


Review & Confirm

Please review and confirm these details

Amount	\$50
Frequency	Every paycheck
Deposit to	Primis Savings (*0194)

Confirm



✓

Your direct deposit settings have been updated!

Your changes should be effective in 1–2 payroll cycles.

Close

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 to your payroll provider—click **Use a form instead**.

< Search for payroll provider X

Q Search by name

- W-2
- V Viventium
- Z Zenefits
- U UKG Ready
- I IRS (Internal Revenue Service)

No results? No problem.
You can create a request form to give to your employer's HR department.

Use a form instead

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

< X

Create a form

Create a traditional form that can be sent to your employer's HR department to update your direct deposit settings.

Get started

< Direct deposit form X

Employer name

JACME, Inc.

Continue

< Full name X

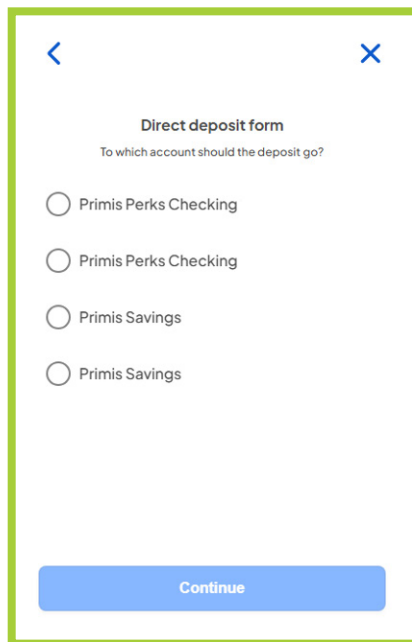
Full name

Jordan Doe

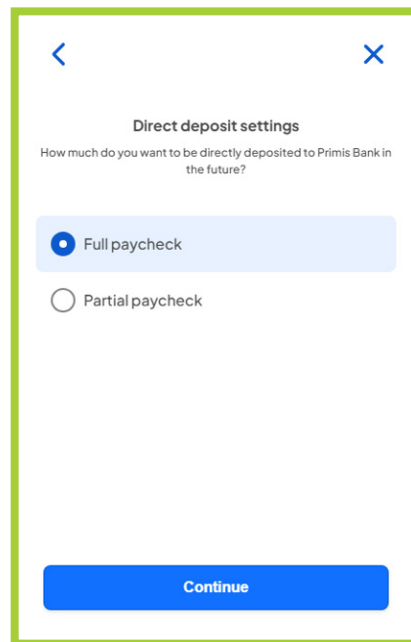
Continue

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.



A mobile app screenshot titled "Direct deposit form" with the subtitle "To which account should the deposit go?". It features four radio button options: "Primis Perks Checking" (selected), "Primis Perks Checking", "Primis Savings", and "Primis Savings". A blue "Continue" button is at the bottom.

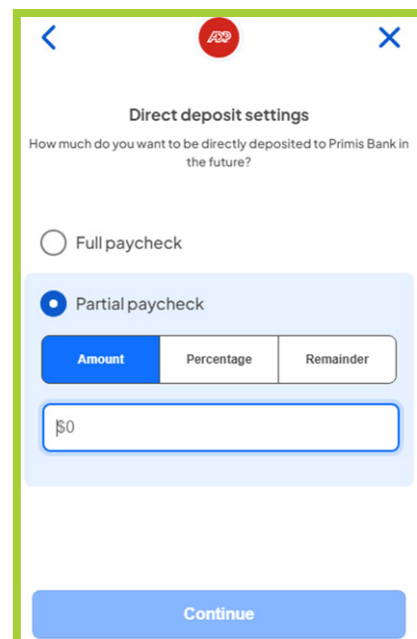


A mobile app screenshot titled "Direct deposit settings" with the subtitle "How much do you want to be directly deposited to Primis Bank in the future?". It features two radio button options: "Full paycheck" (selected) and "Partial paycheck". A blue "Continue" button is at the bottom.

Set Your Deposit Amount (If Partial)

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

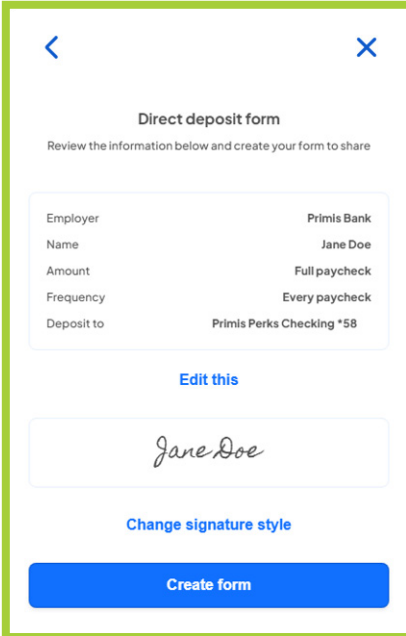
- A specific dollar amount
- A percentage of your paycheck
- Or the remainder after other allocations



A mobile app screenshot titled "Direct deposit settings" with the subtitle "How much do you want to be directly deposited to Primis Bank in the future?". It features two radio button options: "Full paycheck" and "Partial paycheck" (selected). Below the options is a table with three tabs: "Amount" (selected), "Percentage", and "Remainder". Under the "Amount" tab is a text input field containing "\$0". A blue "Continue" button is at the bottom.

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**.



The screenshot shows a mobile app interface for reviewing a direct deposit form. At the top, there are back and close icons. The title is "Direct deposit form" with a subtitle "Review the information below and create your form to share". Below this is a table of information: Employer (Primis Bank), Name (Jane Doe), Amount (Full paycheck), Frequency (Every paycheck), and Deposit to (Primis Perks Checking *58). There is an "Edit this" link below the table. Below the table is a signature field showing "Jane.Doe" in a cursive script, with a "Change signature style" link below it. At the bottom is a large blue "Create form" button.

Employer	Primis Bank
Name	Jane Doe
Amount	Full paycheck
Frequency	Every paycheck
Deposit to	Primis Perks Checking *58

[Edit this](#)

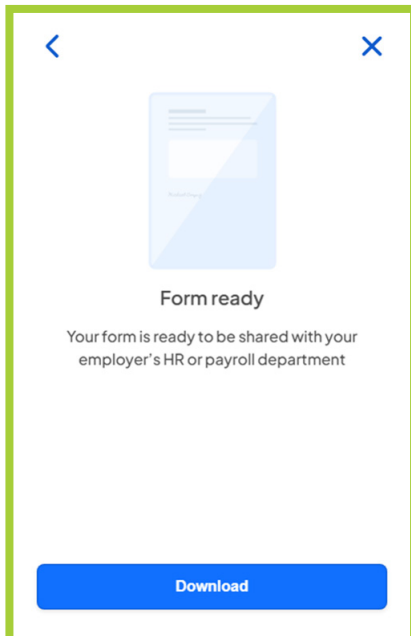
Jane.Doe

[Change signature style](#)

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.

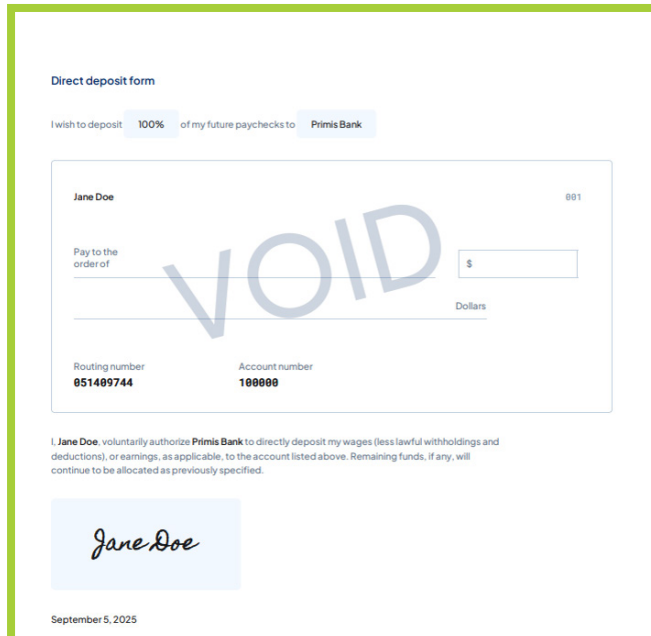


The screenshot shows a mobile app interface with a back and close icon at the top. In the center is a blue document icon with the text "Form ready" below it. Below the icon is the text "Your form is ready to be shared with your employer's HR or payroll department". At the bottom is a large blue "Download" button.

Form ready

Your form is ready to be shared with your employer's HR or payroll department

Download



The screenshot shows a mobile app interface for a direct deposit form. At the top, it says "Direct deposit form". Below that, it says "I wish to deposit 100% of my future paychecks to Primis Bank". Below this is a form with fields for "Jane Doe" (Name), "Pay to the order of" (Payee), "Routing number" (051409744), and "Account number" (100000). There is a "VOID" watermark across the form. Below the form is a signature field showing "Jane.Doe" in a cursive script. At the bottom is the date "September 5, 2025".

Direct deposit form

I wish to deposit 100% of my future paychecks to Primis Bank

Jane Doe

Pay to the order of

Routing number 051409744 Account number 100000

Jane.Doe

September 5, 2025