



Locally funded, financially sound.



Member Access – How to Update your Payment Preference in Member Access

ONLINE TOOLS



Update My Payment Preference >



View Payment History >



Update my Contact Information >

Scroll down to the ONLINE TOOLS section in Member Access and click on “Update my Payment Preference” widget.

You will be redirected to a new webpage.

Update my banking information

Update the following information to change where your pension payment is deposited.

Direct deposit information ⓘ

Account Type

Checking Savings

Routing Number (9 digits)

*****30 ⓘ 1



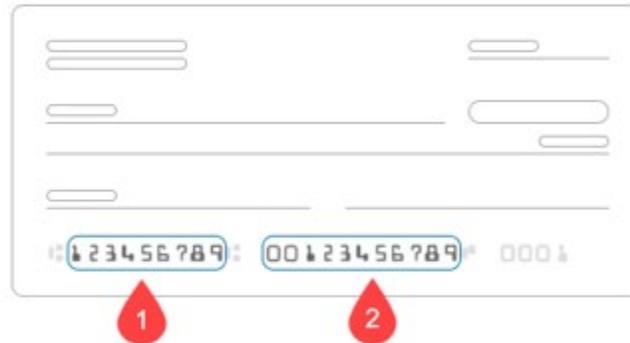
Account Number (5 to 15 digits)

■■■■■ ⓘ 2

ⓘ Your banking information changes may not take effect until after your next benefit payment.

Cancel Next

Sample check



A sample check image with callouts. Callout 1 points to the routing number field (00 23456789) and callout 2 points to the account number field (23456789).

If you do not have any payment information on file, fields 1 and 2 will be blank.

If you are collecting a monthly benefit, fields 1 and 2 will be filled.

After making the applicable changes, click the Next button.

Update my banking information

Update the following information to change where your pension payment is deposited.

Direct deposit information ⓘ

Account Type

Checking Savings

Routing Number (9 digits)

ⓘ



Account Number (5 to 15 digits)

ⓘ

Confirm Account Number

ⓘ

ⓘ Your banking information changes may not take effect until after your next benefit payment.

Sample check



After clicking the Next button, you will be required to confirm your account number. A new field will appear for you to do the confirmation.

Click the Next button again to advance to the next stage: Review

Review

Please review and confirm the following information.

	BANK, NA
Account Type	Checking
Routing Number	*****13
Account Number	

In the Review stage, verify the information you submitted is correct. If so, click the Confirm button.

Confirmation

✔ Changes successfully submitted

Your confirmation number is



Your changes were requested on



ⓘ Your banking information changes may not take effect until after your next benefit payment.

Additional Actions

View a printer-friendly version of your confirmation

Printable Version

Close

Congratulations!
You have updated your payment preference. Click the Close button to return to the Pension Profile area.