Personal Payment Methods Navigation Guide
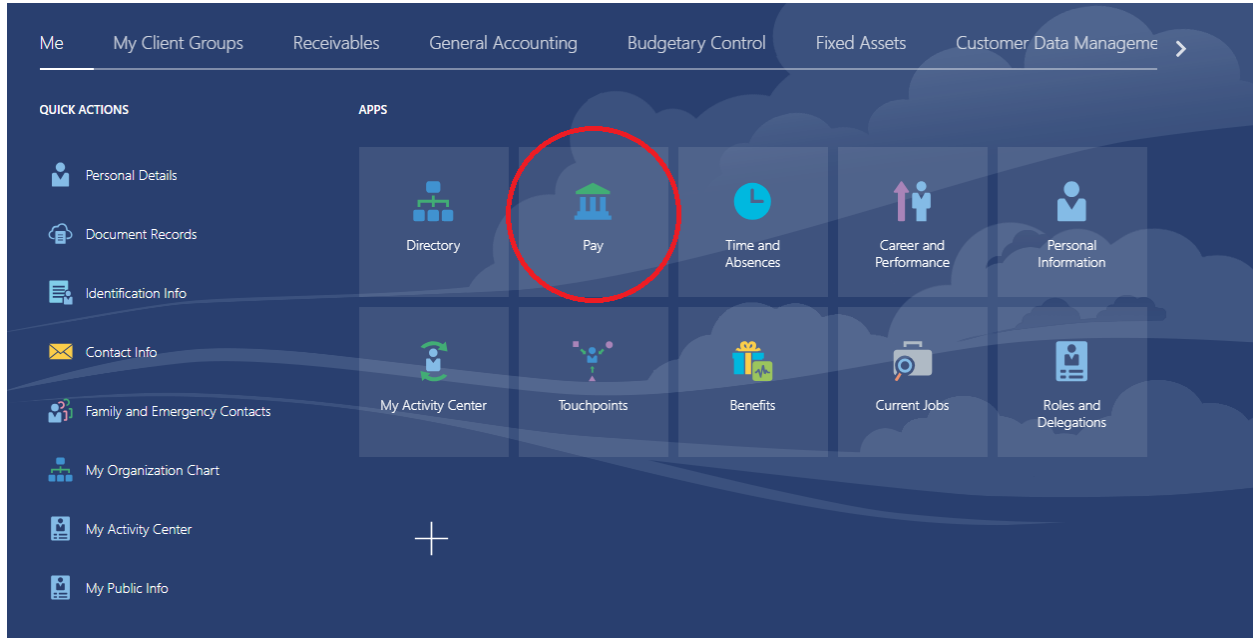
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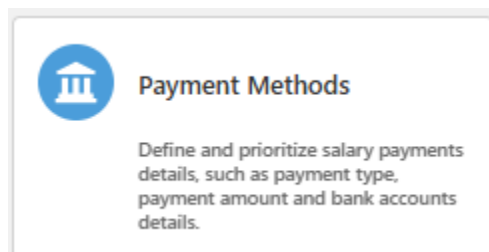
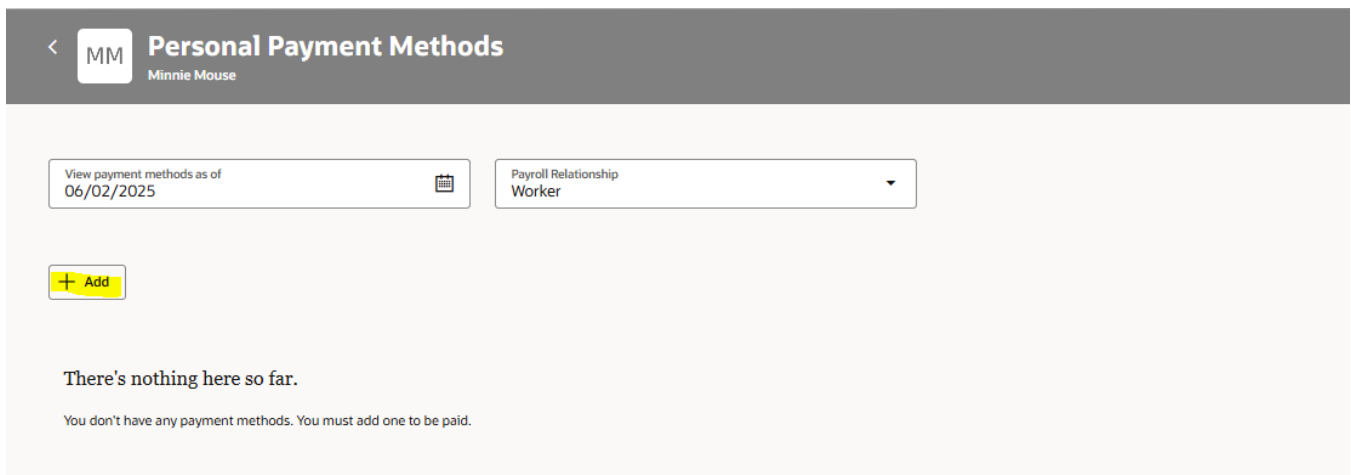# Creating a new direct deposit method

1. Log in to Oracle Cloud
2. Open your "Me" section and select the "Pay" tile

3. Click on the "Payment Methods" tile

4. Click Add

5. Fill in Details (this is just a title of the payment method, and can be named anything)

6. Fill in the Account Number, Account Type, Routing Number fields, and any other fields as needed. Once completed, click Create

Specifying payment amounts

When creating a direct deposit method, you have the option of **specifying the payment amount you'd like the account to receive.** This can be specified as a percentage or specific dollar amount.

1. On the Details page, select the payment amount method you are interested in using
   a. For a Percentage amount, specify the Payment Amount field and then fill out the percentage amount you'd like. Do not add the percentage symbol

   b. For a specific dollar Amount, select the option from the Payment Amount field and then fill out the dollar amount you'd like. Do not add the dollar sign symbol

Inactivating existing accounts

When you are no longer interested in using a direct deposit method, or you'd like to deactivate it,

1. Select the "Bank Accounts" button on the top right
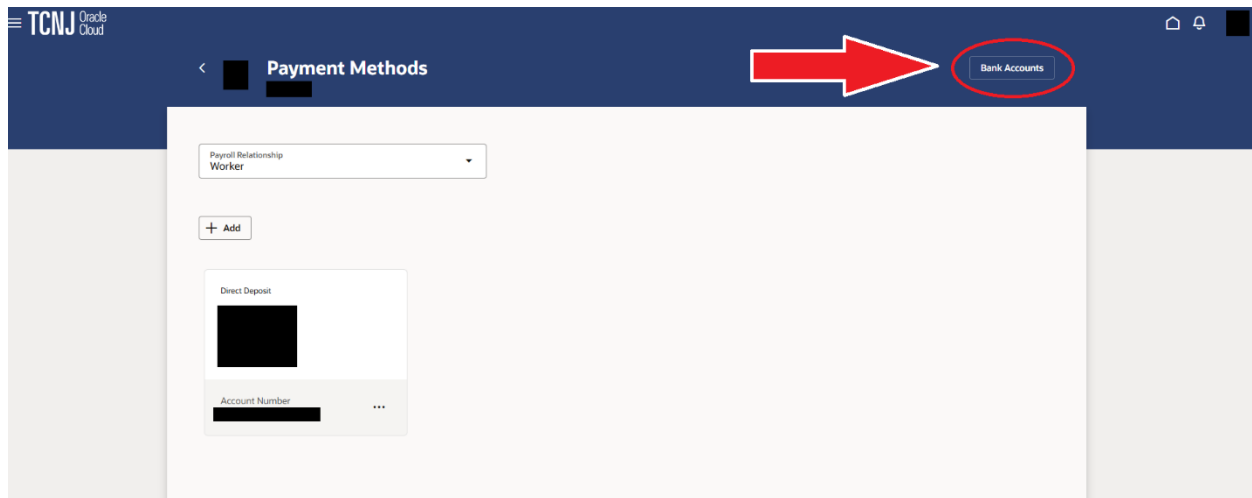
2. Click the "Inactivate" button next to the account you wish to inactivate.