

Personal Payment Methods

Navigation Guide

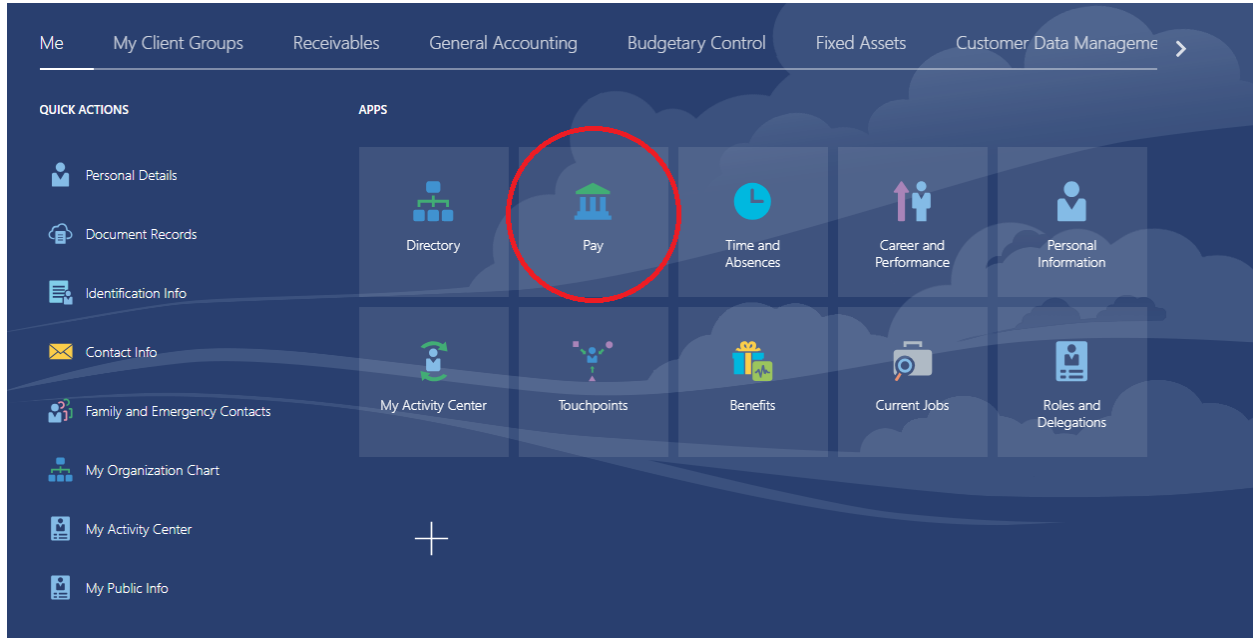


Contents:

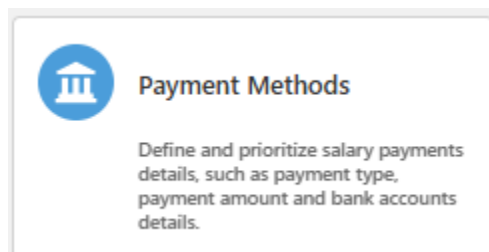
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Creating a new direct deposit method

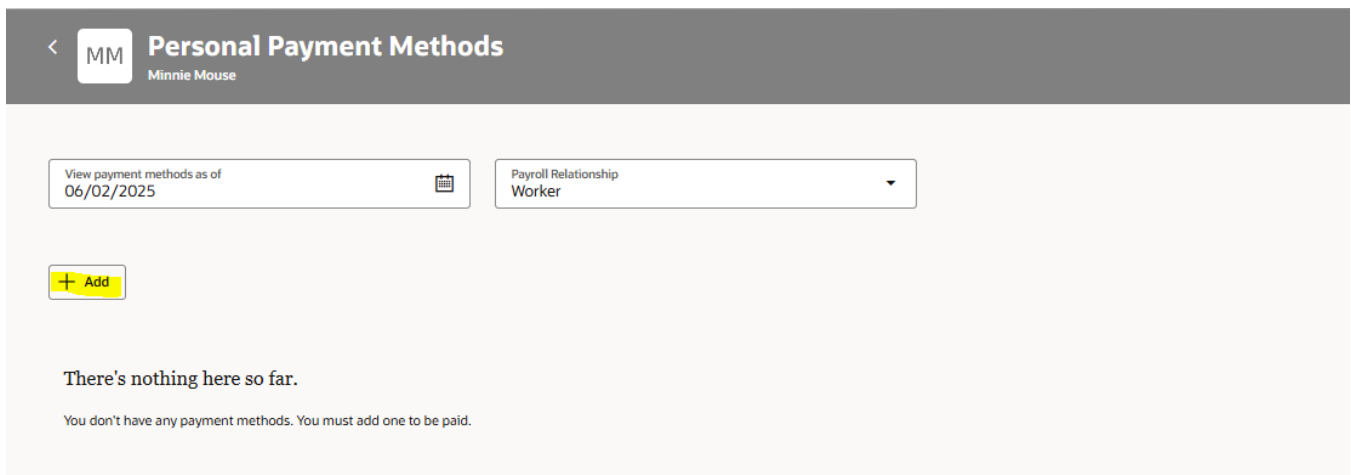
1. Log in to Oracle Cloud
2. Open your “Me” section and select the “Pay” tile



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)

New Payment MethodCancelCreate

Details

What do you want to call this payment method?
Required

Organization Payment Method
Direct ACH

Payment Type
Direct Deposit

Currency
USD

Start Date
06/02/2025

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

Bank Details

Select an account

☒ New Account ☐ Existing Account

Account Number
[REDACTED]

Account Type
Checking

Account Holder
Minnie Mouse

Secondary Account Reference

Bank

Bank Branch

Routing Number
[REDACTED]

BIC Code

New Payment MethodCancelCreate

Details

Organization Payment Method
Direct ACH

Payment Type
Direct Deposit

Currency
USD

Start Date
06/02/2025

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

The screenshot shows the 'Details' page for creating a payment method. The form includes the following fields:

- What do you want to call this payment method?** (Required)
- Organization Payment Method** (Dropdown menu, currently set to 'Direct ACH')
- Payment Type** (Dropdown menu, currently set to 'Direct Deposit')
- Currency** (Dropdown menu, currently set to 'USD')
- Start Date** (Calendar icon, currently set to '06/02/2025')
- Payment Amount** (Dropdown menu, currently set to 'Percentage')
- Amount** (Text input field, currently empty, with a 'Required' label below it)

The 'Payment Amount' dropdown menu is open, showing the 'Percentage' option selected. The 'Amount' field is also highlighted in yellow.

- 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

The screenshot shows the 'Details' page for creating a payment method. The form includes the following fields:

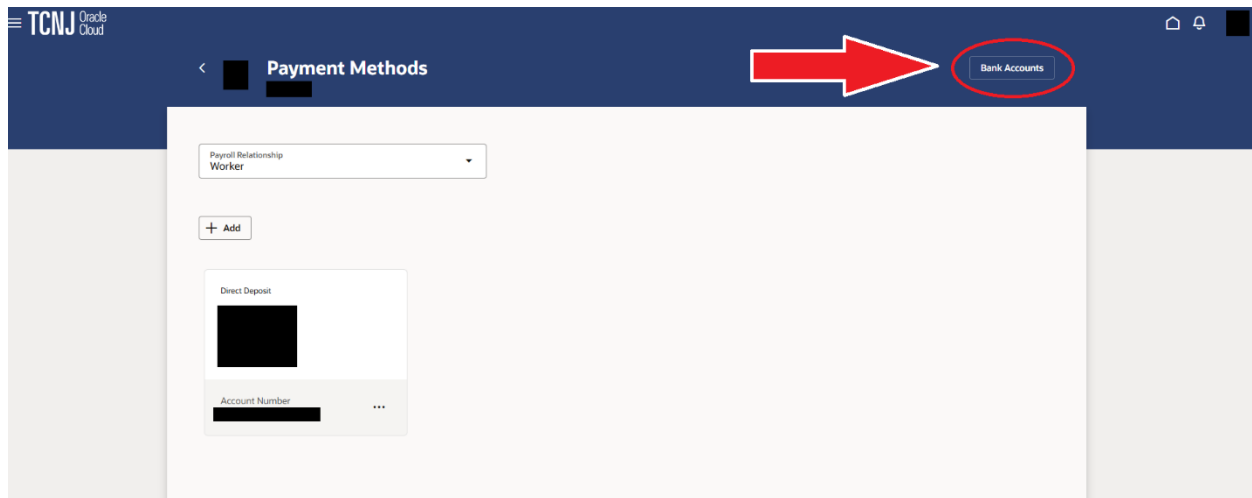
- What do you want to call this payment method?** (Required)
- Organization Payment Method** (Dropdown menu, currently set to 'Direct ACH')
- Payment Type** (Dropdown menu, currently set to 'Direct Deposit')
- Currency** (Dropdown menu, currently set to 'USD')
- Start Date** (Calendar icon, currently set to '06/02/2025')
- Payment Amount** (Dropdown menu, currently set to 'Amount')
- Amount** (Text input field, currently empty, with a 'Required' label below it)

The 'Payment Amount' dropdown menu is open, showing the 'Amount' option selected. The 'Amount' field is also highlighted in yellow.

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.

