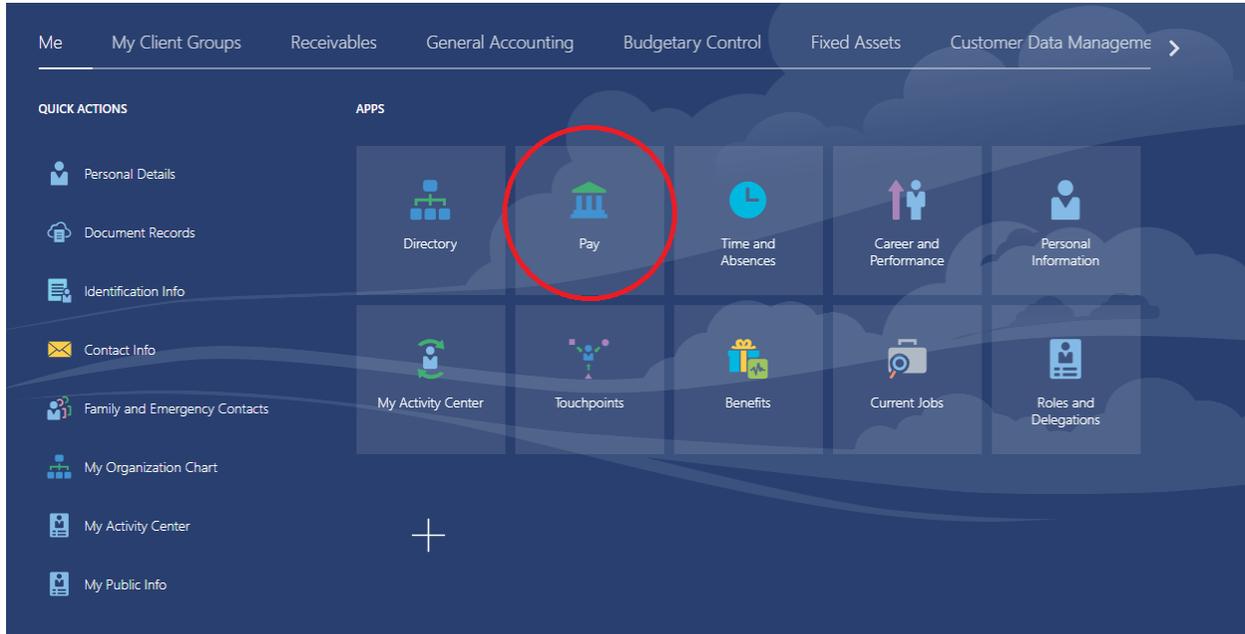


Personal Payment Methods Navigation Guide

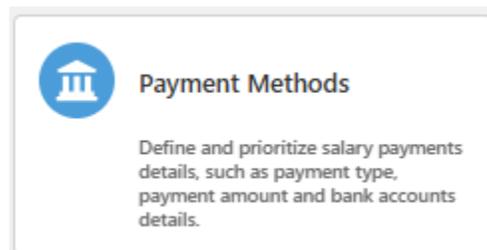
- I. [Creating a new direct deposit method](#)
- II. [Specifying payment amounts](#)
- III. [Inactivating existing accounts](#)

Creating a new direct deposit method

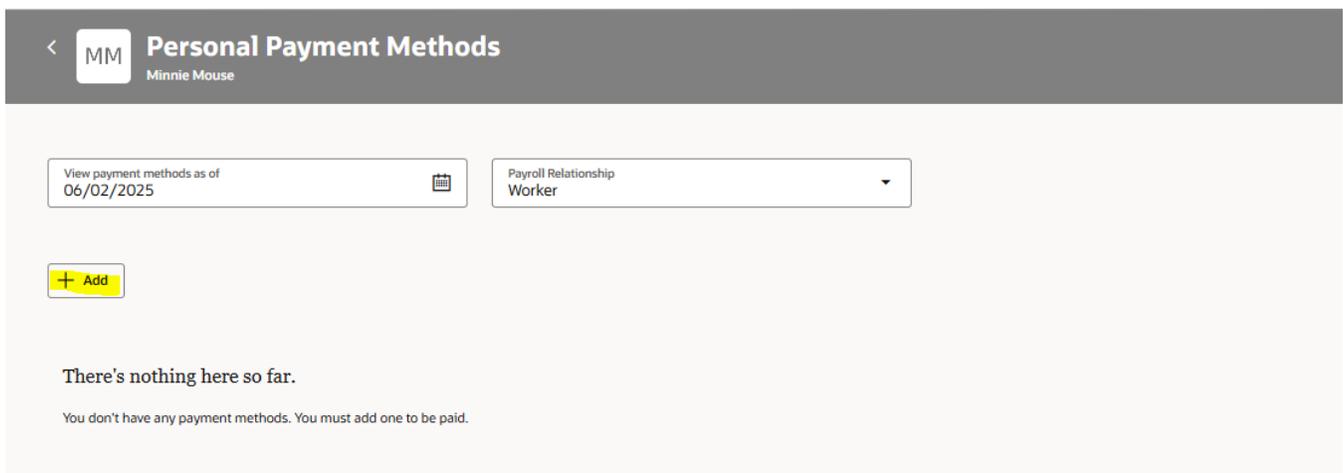
1. Log in to Oracle Cloud
2. Open your “Me” section and select the “Pay” tile



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 Method Cancel Create

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

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

Details

<input type="text" value="What do you want to call this payment method?"/> <small>Required</small>	<input type="text" value="Organization Payment Method
Direct ACH"/>
<input type="text" value="Payment Type
Direct Deposit"/>	<input type="text" value="Currency
USD"/>
<input type="text" value="Start Date
06/02/2025"/>	<input type="text" value="Payment Amount
Percentage"/>
<input type="text" value="Percentage"/> <small>Required</small>	<input type="text" value="Amount"/> <input type="text" value="Percentage"/>

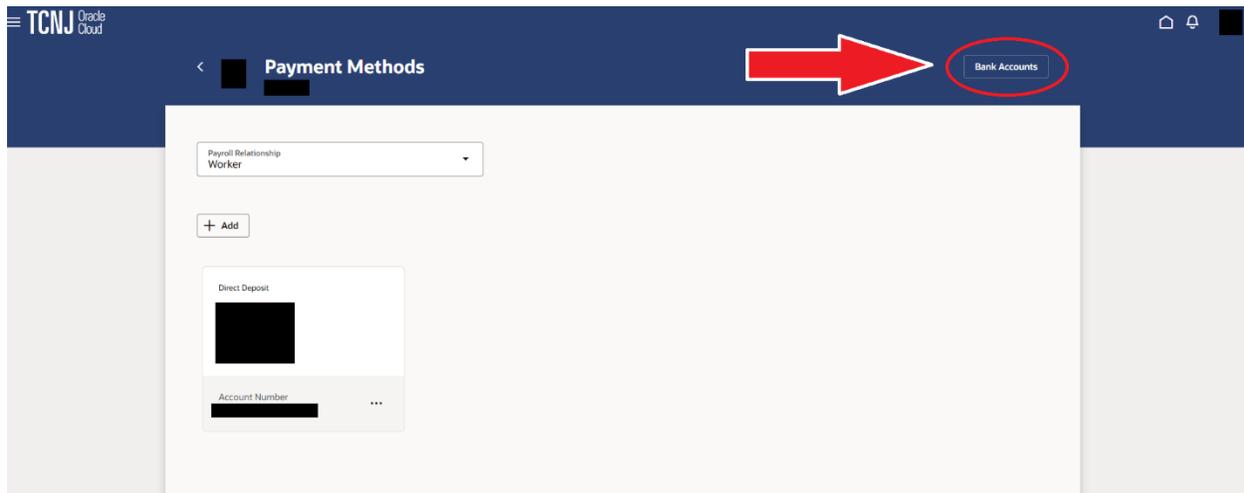
- b. For a specific dollar Amount, select the option from the Payment Amount field and then fill out the dollar amount you'd like. Do not add the dollar sign symbol

Details

<input type="text" value="What do you want to call this payment method?"/> <small>Required</small>	<input type="text" value="Organization Payment Method
Direct ACH"/>
<input type="text" value="Payment Type
Direct Deposit"/>	<input type="text" value="Currency
USD"/>
<input type="text" value="Start Date
06/02/2025"/>	<input type="text" value="Payment Amount
Amount"/>
<input type="text" value="Amount"/> <small>Required</small>	<input type="text" value="Amount"/> <input type="text" value="Percentage"/>

Inactivating existing accounts

1. Select the “Bank Accounts” button on the top right



2. Click the “Inactivate” button next to the account you wish to inactivate.

