

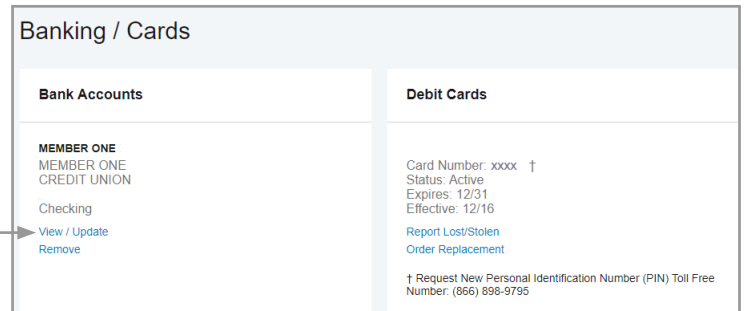
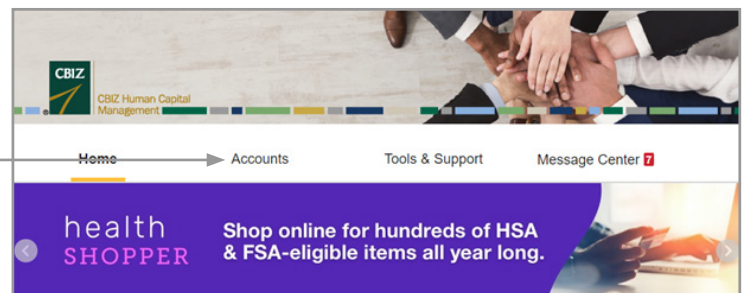
# My Plans by CBIZ

## DIRECT DEPOSIT FEATURE

The fastest way to get reimbursed for eligible flexible spending expenses.



- Log into your **My Plans by CBIZ** account online.
- From the **Home Page**, hover over **Accounts** and select **Banking/Cards**.
- Bank account and debit card information will appear on the page.
- Click **View/Update** to add or change bank account information.
- Enter your bank account information and click **Submit**. Direct deposit will then be set up automatically for that account.
- If there is a bank validation requirement, you will be notified on the portal to look for a small transaction, or micro-deposit, in your designated bank account in the next couple of days.
- Once you receive the micro-deposit, enter the amount online to validate your account.



**Bank Account Information** \*Required

Routing Number \*

Account Number \*

Confirm Account Number \*

Account Type \*

Account Nickname \*

**Bank Institution Information**

Bank Name \*

Bank Address \*



CBIZ Human Capital Management

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