Banking Information

Media Guide

New Employee Account:

- Go to the **OTC Website** and log into your **MyOTC account**.

- Select the **Employment icon** on the left-hand side of the MyOTC page.

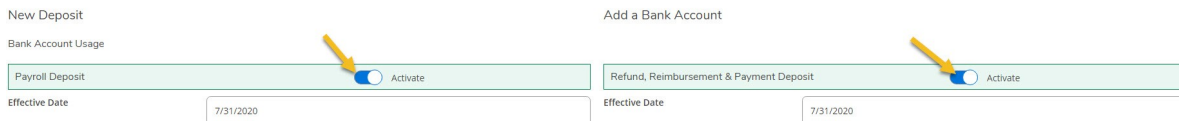- Under Employment , select **Banking Information.**

- If you are a new employee and do not have an Active account, select **+ Add an Account.**

- Switch the **Activate** option on for both **Payroll Deposit** and **Refund, Reimbursement,& Payment Deposit.**
  - ***Note:*** *Updated the **Effective Date** if necessary.*

- **Payroll Deposit** allows you to select a start and end date of the account, as well as the amount you would like transferred into the account.

- You can choose to have the **entire balance** be deposited into the account or a **specific amount.**

    - *Note: If you select a specific amount, you will have to enter the specific amount in the text box, as well as make another account to deposit the **remaining balance** to.*

- Once you've entered the information, select **Next.**

- After selecting Next, an **Account Details box** will appear where you can edit the account. You can add an account's nickname and add your routing number, account number, and account type.

    - *Note: It's important that the **account type** is correct, in order to receive funds properly.*

- After you enter your routing number, the name of your bank should appear below.

    - *Note: Contact HR if your routing number is not recognized.*

- **Check the box** to agree to the terms and conditions, and select **Submit.**

- Once your account is set up, you can view the active deposits, future deposits, and past deposits of the account as well as any refunds or reimbursements.

Creating an Additional Account:

- If you already have an account created and would like to add another, select **+ Add an Account.**

- Activate **Payroll Deposit and Refund, Reimbursement, and Payment Deposit** options. Update preferences and add new account information.
    - *Note: If you are creating a new account to replace your old account make sure you put an **End date** on the old account.*

End Date

No end date
End on: M/d/yyyy