

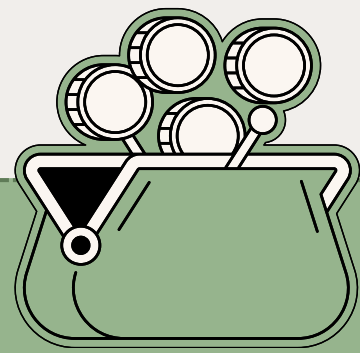
How to Change Your Direct Deposit Information

Follow the Steps Below!



STEP 1: LOG IN TO ESS

Log in to
Employee Self-
Service [here](#)



STEP 2: CREATE eUPLOAD REQUEST

eUpload Type:
**Automatic Deposit
Agreement**



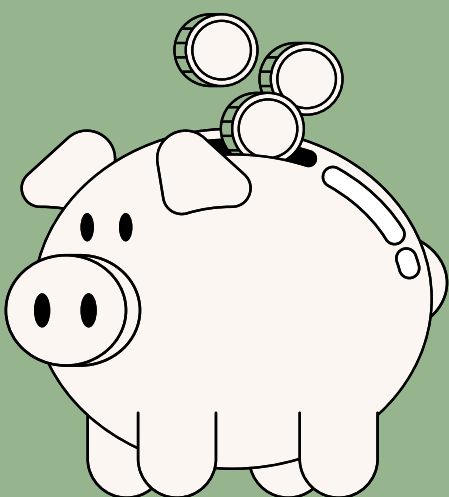
STEP 3: COMPLETE FORM

Fill out the **linked
form** with your new
direct deposit
information



STEP 4: ATTACH FORMS

Attach the completed
form & **supporting
documentation**
(voided check, bank
statement, etc.)



STEP 5: SUBMIT!

NEED HELP?

Email RCUH Human
Resources at
RCUH_HRIS@rcuh.com or
call us at 808-956-8900.