



### To change your direct deposit:

Log in to ADP then go to below information to change the direct deposit information. If you need further assistance contact HR by stopping by office or call Vicki Al-Lawati at 859.899.2243 or by email at [HR@LFCHD.org](mailto:HR@LFCHD.org).

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#### Starting Point: Myself > Pay > Payment Options

- 1 Click **Edit** in the card for the direct deposit that you want to change.
  - 2 Change the nine-digit **Routing Number** that identifies your bank or your bank **Account Number**, or any combination of these numbers, as needed. Double-check these numbers to make sure that you entered them accurately.
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