

## Set-up Direct Deposit and/or Fixed Amount Deposit:

Log into [my.unm.edu](https://my.unm.edu/cp/home/displaylogin) <https://my.unm.edu/cp/home/displaylogin>

Select "Employee Life" or "Faculty Life" tab

Select "LoboWeb"

Select "Pay Information"

Select "Direct Deposit Allocation"

Select "Update Direct Deposit Allocation" at bottom of page

Key in "Bank Routing Number"

Key in "Account Number"

The image shows a check form with several fields highlighted and annotated. A green box highlights the 'Account Open Date' field with the value '06/02'. A yellow box highlights the 'Check Start Number' field with the value '0301'. A blue box highlights the 'Routing Number' field with the value '23456789'. A purple box highlights the 'Account Number' field with the value '987654321'. Arrows point from the text labels to these fields. The form also includes fields for 'YOUR NAME', 'DATE', 'PAY TO THE ORDER OF', 'YOUR FINANCIAL INSTITUTION', and 'MEMO'. There are two options for the account type: 'OPTION 1' and 'OPTION 2'. A large 'SAMPLE' watermark is overlaid on the form.

From drop down Select "Savings" or "Checking"

### One account:

Select "100% of Remaining" by clicking in box

<b>Bank Name:</b>	Wells Fargo - NM
<b>Bank Routing Number:</b>	107002192
<b>Account Number:</b>	
<b>Inactivate:</b>	<input type="checkbox"/>
<b>Account Type:</b>	Checking ▾
<b>100% of Remaining:</b>	<input checked="" type="checkbox"/>
<b>Dollar Amount:</b>	<input type="text"/>

Save

### Multiple accounts:

Enter the desired fixed amount in the "Dollar Amount" box (example: \$ 700.00)

<b>Bank Name:</b>	Wells Fargo - NM
<b>Bank Routing Number:</b>	107002192
<b>Account Number:</b>	
<b>Inactivate:</b>	<input type="checkbox"/>
<b>Account Type:</b>	Checking ▾
<b>100% of Remaining:</b>	<input type="checkbox"/>
<b>Dollar Amount:</b>	700

The remaining account should have the "100% of Remaining" box checked

<b>Bank Name:</b>	Bank of America - NM
<b>Bank Routing Number:</b>	107000327
<b>Account Number:</b>	
<b>Inactivate:</b>	<input type="checkbox"/>
<b>Account Type:</b>	Checking ▾
<b>100% of Remaining:</b>	<input checked="" type="checkbox"/>
<b>Dollar Amount:</b>	<input type="text"/>

Save

Select "SAVE"

The account with the fixed amount should be Priority 1 and the remaining account should be Priority 2. If that is not the case, it will then be necessary to select the **Reorder** button.

**Allocation:**

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Remaining %	Status
<a href="#">Wells Fargo - NM</a>	107002192		Checking	1 ▾	\$700.00	Active
<a href="#">Bank of America - NM</a>	107000327		Checking	2 ▾		Remaining Active

Reorder

## Used to have Direct Deposit and your Bank Routing Number or Account Number haven't changed?

Scroll to the bottom of page where the "*Inactive Accounts*" are and select "Direct Deposit Allocation"

**Inactive Accounts:**

Bank Name	Routing Number	Account Number	Account Type	Amount or Remaining %	Status
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[Direct Deposit Allocation](#)

The name of your bank should appear as a link. Double click on your bank's name.

[Wells Fargo - NM](#)

Make sure the Inactive box is unchecked.

<b>Bank Name:</b>	Wells Fargo - NM
<b>Bank Routing Number:</b>	107002192
<b>Account Number:</b>	
<b>Inactivate:</b>	<input type="checkbox"/>
<b>Account Type:</b>	Checking ▾
<b>100% of Remaining:</b>	<input checked="" type="checkbox"/>
<b>Dollar Amount:</b>	<input type="text"/>

Save

If you have further questions please call (505) 277-2353.