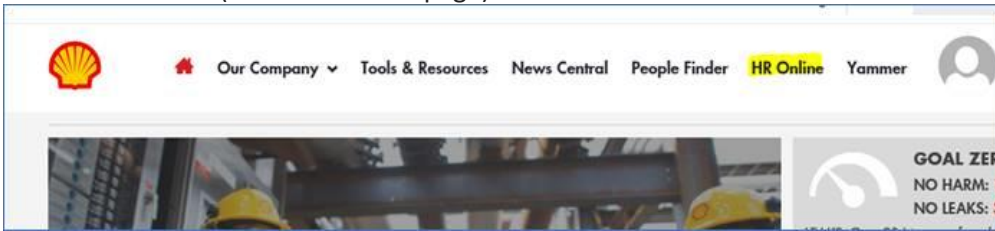
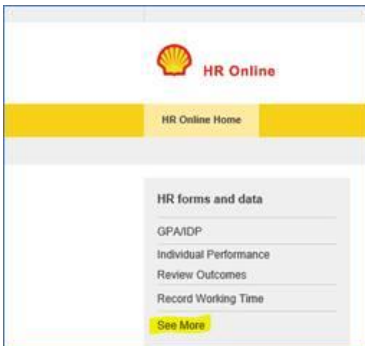


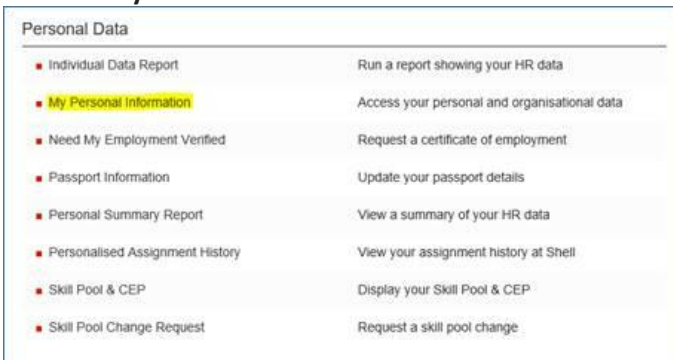
1. Go the **HR Online** (on the shell webpage)



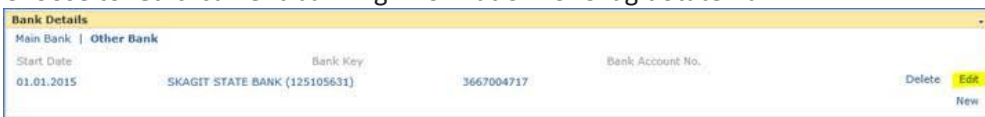
2. Click **'See More'** under HR forms and data in top left hand corner of the screen



3. Choose **'My Personal Information'** under Personal Data section



4. Choose to **'edit'** current banking information for Skagit State Bank



5. Update **'Start date'** to next payroll period and **'Bank Key'** to new Bank Key: 325180029

The screenshot shows a form for updating banking information. The first section is for 'SKAGIT STATE BANK' with 'Bank Key*' set to '125105631' (crossed out with a red X) and 'Bank Account No.*' empty. The second section is for 'Puget Sound Refinery FCU' with 'Bank Key*' set to '325180029' (circled in green) and 'Bank Account No.*' set to 'your cu acct #' (also circled in green). There is a small 'x' icon next to the second account number field.

6. **SAVE and done!**