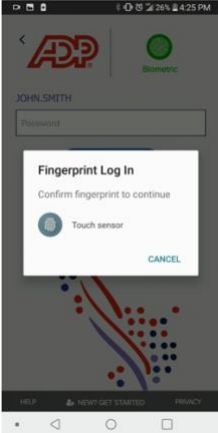
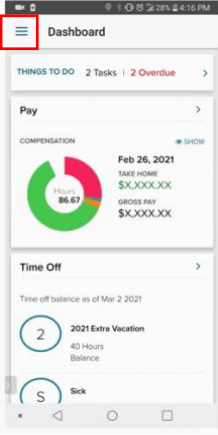


Aveanna ADP App- Add/Edit Direct Deposit

Adding and Editing Direct Deposit

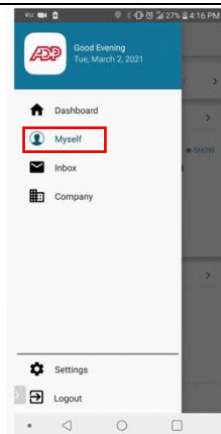
This guide will show the process of adding and editing direct deposit information in the ADP App.

<p>1. Log into the ADP app.</p>	 A screenshot of the ADP mobile app's login screen. At the top, there is a back arrow, the ADP logo, and a green 'Biometric' indicator. Below this, the name 'JOHN SMITH' is displayed above a 'Password' input field. A white 'Fingerprint Log In' dialog box is centered on the screen, containing the text 'Confirm fingerprint to continue' and a 'Touch sensor' button with a circular icon. A 'CANCEL' button is located at the bottom right of the dialog box. The bottom of the screen shows the Android navigation bar.
<p>2. Click the “Dashboard” menu button on the top left.</p>	 A screenshot of the ADP mobile app's dashboard. At the top left, a red square highlights the three-line menu icon. The word 'Dashboard' is displayed at the top. Below the menu icon, there are sections for 'THINGS TO DO' (2 Tasks 2 Overdue), 'Pay' (with a 'SHOW' link), 'COMPENSATION' (for Feb 26, 2021, showing Take Home: \$X,XXX.XX and Gross Pay: \$X,XXX.XX with a pie chart), 'Time Off' (Time off balance as of Mar 2 2021), and '2021 Extra Vacation' (40 Hours Balance). A 'Sick' section is partially visible at the bottom. The bottom of the screen shows the Android navigation bar.

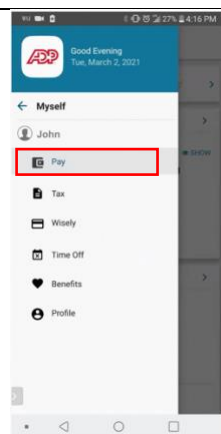


Aveanna ADP App- Add/Edit Direct Deposit

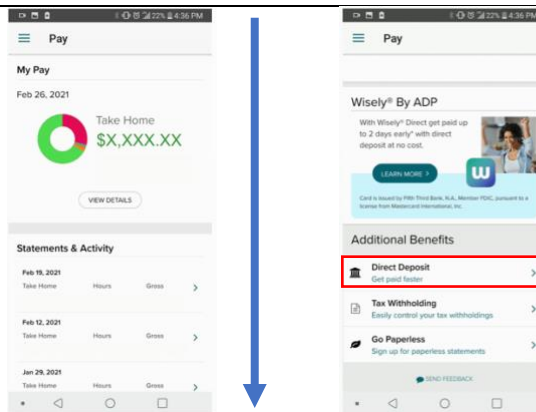
3. Click **“Myself”**.



4. Click **“Pay”**.

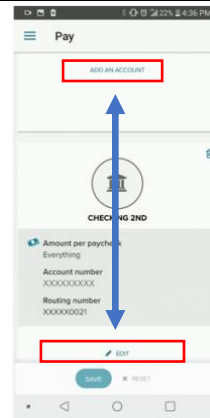


5. From the **“Pay”** screen, scroll to the bottom.
6. Click **“Direct Deposit”**.



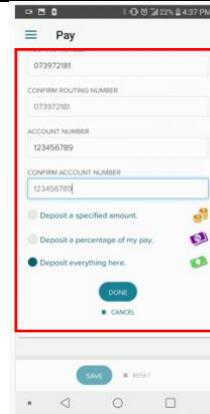
Aveanna ADP App- Add/Edit Direct Deposit

7. Add or Edit account information.
 - a. To add a new account, click "**ADD BANK ACCOUNT**".
 - b. To edit current bank account information, click "**EDIT**".



8. Enter account and routing number information in the corresponding fields.
9. Click "**DONE**".

Direct deposit information is now updated.



Support

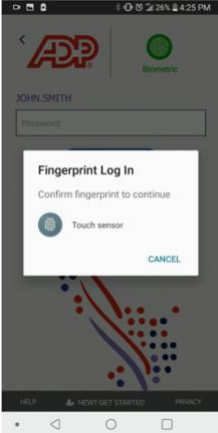
If you have any questions or need additional support, please reach out to your Aveanna branch office.



Aplicación ADP de Aveanna- Agregar/Editar Depósito Directo

Agregar y Editar Depósito Directo

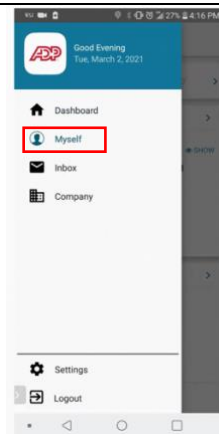
Este guía mostrará el proceso de agregar y editar información de depósito directo en la aplicación ADP.

<p>1. Inicie sesión en la aplicación ADP.</p>	
<p>2. Haga clic en el botón de menú "Dashboard" en la esquina izquierda superior.</p>	

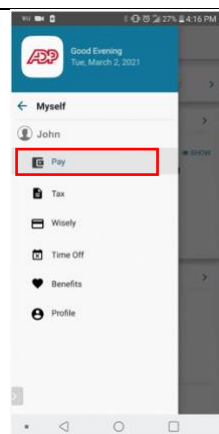


Aplicación ADP de Aveanna- Agregar/Editar Depósito Directo

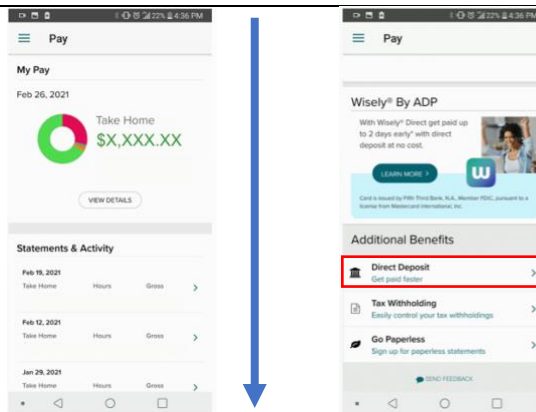
3. Haga clic en **“Myself”**.



4. Haga clic en **“Pay”**.

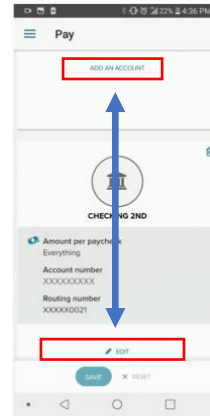


5. Desde la pantalla **“Pay”**,
desplácese hasta la parte
inferior.
6. Haga clic en **“Direct Deposit”**.



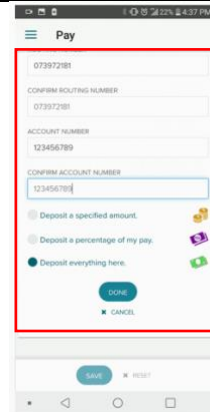
Aplicación ADP de Aveanna- Agregar/Editar Depósito Directo

7. Agregue o edite la información de la cuenta.
 - a. Para agregar una nueva cuenta, haga clic en " **ADD BANK ACCOUNT** ".
 - b. Para editar la información de la cuenta bancaria actual, haga clic en " **EDIT** ".



8. Ingrese la información de la cuenta y el número de enrutamiento en los campos correspondientes
9. Haga clic en " **DONE** ".

La información de depósito directo ahora está actualizada.



Apoyo

Si tiene alguna pregunta o necesita asistencia adicional, comuníquese con su oficina de Aveanna.

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-888-255-8360 (TTY: 711).

注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-888-255-8360 (TTY: 711)。

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