

Direct Deposit



THE FASTEST WAY TO
GET REIMBURSED FOR
ELIGIBLE FLEXIBLE
SPENDING EXPENSES

- Log into your *My Plans by CBIZ* account online at myplans.cbiz.com.
- From the **Home Page**, hover over **Accounts** and select **Banking/Cards**.
- Bank account and debit card information will appear on the page.
- Click **View/Update** to add or change bank account information.
- Enter your bank account information and click **Submit**. Direct deposit will then be set up automatically for that account.
- Once your bank account is added, the system will pass the information through bank verification in real-time and generate a pass or fail message. *Please note your bank account can only be updated 5 times within a 7 day period.*

