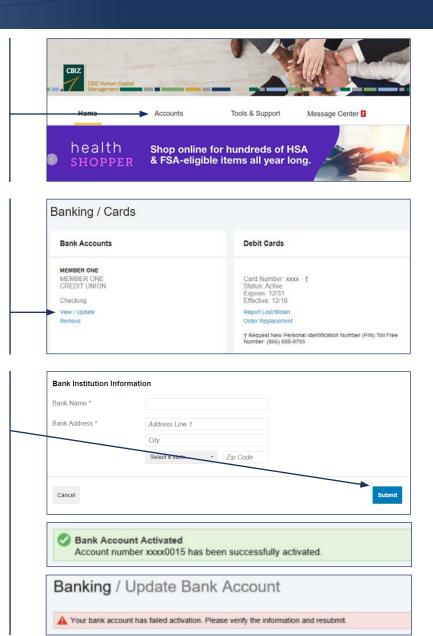
## MY PLANS BY CBIZ Direct Deposit

THE FASTEST WAY TO GET REIMBURSED FOR ELIGIBLE FLEXIBLE SPENDING EXPENSES

- Log into your My Plans by CBIZ account online at <u>myplans.cbiz.com</u>.
- 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.





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