MOUNTAIN STATES CREDIT UNION

SETTING UP DIRECT DEPOSIT

Accessing MSHA Lawson Portal

- Choose HR & Payroll Service Center from the MSHA Intranet Home Page
- Read the HR & Payroll Service Center Disclaimer and click I accept
- Sign on to the HR & Payroll Service Center using your sign on and password
- At the MSHA Lawson Portal, under the Service Center Menu, choose PAY
- Under the Pay Menu choose Direct Deposit

Setting Up a New Account

- At the Direct Deposit screen choose ADD
- Read Authorization and choose **I AGREE WITH THE ABOVE STATEMENT**
- At the Add Account screen you can type in the name of the BANK or CREDIT UNION
- Under the Description type in up to eight (8) characters for the description to print on your earnings statement. Example: Checking, Savings, or the name of the account.
- Click in the account type: Checking or Savings
- If you want this to be your default account, choose Percent of Net and type in 100. This means after all other money is sent to other accounts 100 percent of everything left over will go to this account. If you do not want this to be your default account choose Flat Amount and type in the dollar amount you want to go to this account. (You can have only one default account and it must be 100%).
- Type in your bank or credit union routing number in the next field. This will be (9) digits.
- Type in your account number.
- Click Update.
- All of your Direct Deposit Accounts will show up on the next screen. If you want to change your default just click on the **SELECT NEW DEFAULT** button and click in the button on the right side of the Amount Column that you want as your default.
- This will produce a Detail Screen with your old default bank listed. Change the dollar amount to a flat amount and click on update.

Changing the Amount Going into an Account that is Already Set Up:

- Follow the steps in "Setting Up Direct Deposit" above
- At the Direct Deposit screen click on the account number of the back you want to change the amount on
- When the Authorization screen appears click I AGREE WITH THE ABOVE STATEMENT
- The Detail screen will appear. Change your amount in the Flat Amount field and choose update. The change is complete.

MOUNTAIN STATES CREDIT UNION ROUTING #264279237