

WEC is discontinuing the payroll deduction process in favor of direct deposit. As soon as possible, please do the following to add/change your direct deposit:

- Go to **Employee Central** Home page
- Click **My Profile**
- Select **Payroll information** OR scroll through profile and find **Direct Deposit**
- Click the pencil icon to get to the edit screen
- Click **Add** (bottom left corner)
- Enter the **effective date** of change (most cases that will be current date)
- Scroll below other direct deposits you have set up until you reach the blank boxes
- **Pay Type** should be **Secondary** in most cases (if you have your net check deposited elsewhere)
- **Payment Method** should be **Direct Deposit**
- **Bank** – Type in **271080309** and Peoples Energy Credit Union should display. Select the name to populate
- **Account Owner** – should be your name (populates)
- **Account Type** – should be Savings in most cases (all loan payments would come through savings)
- **Account Number** - _____
- **Amount** - _____
- **Save** (bottom right corner)

Please email requests@peoplesenergycu.org when you have entered the change to prevent duplicating your deposit. The calendar below indicates when the changes can be made. Sign and return any forms necessary to indicate where your funds should be allocated.

You must also enroll in online banking and eStatements. Direct deposit triggers a requirement for us to mail MONTHLY statements instead of quarterly. Printed monthly statements will incur a \$10.00 monthly charge.

Visit www.peoplesenergycu.org – Online banking link

Enroll (if you are not already enrolled.) If already enrolled, log in and go to the Self Service tab – eStatements. Follow the steps to complete eStatement selection.

Please use a personal email