Payroll Direct Deposit Instruction

1. Log in to AccessUH https://access.uh.edu/

2. Enter CougarNet ID and Password (***Select reset password if necessary and follow prompts***)

3. Sign In: Navigate to P.A.S.S. icon

4. Click PASS icon and navigate to "Payroll and Compensation"

5. Select "Direct Deposit".

6. Click "Add Account".

7. Enter required information:

   o Deposit Type (Balance of Net Pay if Primary Account)
   o Amount (leave blank)
   o Deposit Order (999 will automatically appear if Balance of Net Pay)

8. Check acknowledgement box and click check box and "Submit" to save

9. Click "Ok"