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## ADP Vantage HCM®

# Enrolling for an ALINE Card by ADP® Through Direct Deposit - for Employees

## About Enrolling for an ALINE Card

If your company offers the ALINE Card, you can enroll from your Direct Deposit page to receive your pay on an ALINE Card.

- The ALINE Card by ADP is issued by MB Financial Bank, N.A., Member FDIC, pursuant to a license from Visa U.S.A. Inc. and MasterCard International, Inc.

## Enrolling for an ALINE Card

To enroll for an ALINE Card, do the following.

1. Select **Myself > Money > Direct Deposit**

The screenshot shows the 'Direct Deposit' page with the following elements:

- Section: **Direct Deposit**
- Text: "Add or change direct deposit information by specifying the bank accounts to which all or a portion of pay is to be deposited. You only need to enter Deposit Amounts if you are not using Full Net Deposit. If you enter deposit amounts and then select Full Net Deposit, the deposit amount you entered will be cleared. If you select Full Net Deposit unintentionally, you can clear the selection by entering a Deposit Amount."
- Text: "If the direct deposit information needs to be validated by the financial institution, this process usually requires a ten banking-day period and it may take up to two pay periods for the new direct deposit account to take effect. During this time, two pay checks may be issued. Review the pay statement for updates."
- Text: "Your changes update only your primary job. If you need changes made for additional jobs with your company, contact your HR representative."
- Section: **ENROLL FOR AN ALINE CARD** (with a 'VIEW SAMPLE CHECK' link)
- Buttons: **ADD**, **DELETE**, **REVEAL**
- Form fields:
  - ACCOUNT TYPE\***: CK2 - TestB
  - BANK TRANSIT NUMBER\***: xxxxxxxx - BANK OF BAROD
  - ACCOUNT NUMBER\***: [REDACTED]
- Text: "By selecting this check box and clicking Save, you have agreed to the following statement. I authorize my employer, or its service or payroll provider, and the specified bank to deposit my net pay or portion thereof, as indicated, into my account each pay date. If funds to which I am not entitled are deposited into my account, I authorize my employer, or its service or payroll provider, to direct the bank to return said funds to my employer, or its service or payroll provider. I understand that my deposit may not be credited to my account until 5:00 PM on the pay date indicated on the check voucher. I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each pay date."
- Buttons: **RESET**, **SAVE**

Figure 1. Direct Deposit Page

2. Click **Enroll for an ALINE Card**. The link is not displayed if you are already enrolled.

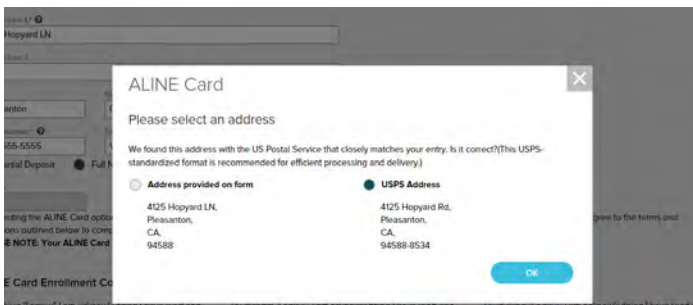
The screenshot shows the 'Direct Deposit' page with the following elements:

- Section: **Direct Deposit**
- Section: **Enrollment Information**
  - First Name: Greenbox
  - Last Name: Borg
  - Employee ID: 12806
  - SSN: XXX-XX-XXXX REVEAL
  - Date of Birth: XX/XX/XXXX
  - Age: XX REVEAL
- Section: **Contact Information**
  - Address Line 1: 4225 Highway Rd
  - Address Line 2: [REDACTED]
  - City: Pleasanton
  - State: California
  - Zip: 94588
  - Phone Number: [REDACTED]
  - Email Address: VantageTeam@org.ADP.com
  - Radio buttons:  Partial Deposit,  Full Net Deposit
  - Account: [REDACTED]
- Text: "By selecting the ALINE Card option you are agreeing to have your employer enroll you for an ALINE Card through Direct Deposit Manager. Please read and agree to the terms and conditions outlined below to complete your enrollment."
- Text: **PLEASE NOTE: Your ALINE Card Enrollment will take two calendar days to process.**
- Section: **ALINE Card Enrollment Consent**
  - Text: "By clicking 'I agree' I am acknowledging I have read and understood the ENROLLMENT CONSENT."
  - Form:  I agree
  - Text: "Please click the link above to view the Enrollment Consent to agree."
- Section: **Terms & Conditions**
  - Text: "By clicking 'I agree' I am acknowledging I have read and understood the PRIVACY STATEMENT and TERMS AND CONDITIONS."
  - Form:  I agree
  - Text: "Please click the links above to view Privacy Statement and Terms & Conditions to agree."
- Section: **Fee Schedule**
  - Text: "By clicking 'I agree' I am acknowledging I have read and understood the FEE SCHEDULE."
  - Form:  I agree
  - Text: "Please click the link above to view the Fee Schedule to agree."
- Text: "If you are unable to view a pdf image above please download a pdf reader at <http://rightclick.com/reader>. This is required to review and electronically sign the consent."
- Text: "After agreeing to the Enrollment Consent, Privacy Statement, Terms & Conditions and Fee Schedule, select Enroll to complete your enrollment, or select Cancel to cancel your selection."
- Text: "By clicking 'Enroll' below, I understand that I am electronically signing this document. I acknowledge that this electronic signature constitutes a valid authorization by me."
- Buttons: **CANCEL**, **ENROLL**

Figure 2. ALINE Card Enrollment Form

3. Update your address information to change your mailing address for the ALINE Card, if necessary.
  - You cannot use a P.O. Box in the address.
4. Enter or change the **Phone Number**.
5. Enter or change the **Email Address**. An email address is recommended, but not required.

6. Select one of the following options to indicate how you want to deposit pay to the ALINE Card:
  - Select **Partial Deposit** if you want to add a partial amount of your pay and then enter the **Amount**.
  - Select **Full Net Deposit** if you want to deposit your full net pay.
7. Read and agree to the **ALINE Card Enrollment Consent, Terms and Conditions, Fee Schedule, and Privacy Statement**, which is required before enrolling. You must click each link, view and read the PDF file, then select to agree.
8. Click **Enroll**. The address on the form is validated against the U.S. Postal Service (USPS) address and a window displays if the address in the enrollment form is different than the USPS address.



**Figure 3. USPS Address Validation**

9. If a valid USPS address is not found, a message displays. Click **Cancel** to return to the enrollment form to review and change the address or click **OK** to continue with the enrollment using the address provided. A valid address is required and that is where your ALINE Card will be mailed.
10. If applicable, from the address validation window, select the **USPS Address** to apply this address to the enrollment form or keep the address provided on the form, then click **OK**.

A confirmation number and message display on your Direct Deposit page and a confirmation is sent to your Message Center.



**Figure 4. ALINE Card Enrollment Confirmation**

Within 2 hours you will receive notification that your direct deposit has been established.

Once enrollment is complete and the ALINE Card account is validated, your net pay or partial pay amount is deposited on the ALINE Card on payday. The ALINE Card entry displays on your Direct Deposit page and from this page you can update the amount of pay that you want applied to the card as needed. You can add accounts and allocate a portion of your pay to another account, such as a savings account.

Your ALINE Card will be mailed to you in a plain white envelope, along with a copy of your Terms and Conditions, Privacy Policy, and Fee Schedule. Activate your ALINE Card upon receipt to access your pay on payday. Contact your HR department with any questions.

## Adding or Updating a Direct Deposit for an Existing ALINE Card

If you have an existing ALINE Card, the ALINE Card information can be added or updated on your Direct Deposit page if applicable.

### Adding a Direct Deposit for an Existing ALINE Card

If you have previously enrolled for an ALINE Card, the **Add ALINE Card** window is displayed automatically when you access Direct Deposit and shows the existing ALINE Card information.

1. Select **Myself > Money > Direct Deposit**.
2. From the **Add ALINE Card** window, select the deposit type of **Partial Deposit** and enter a deposit **Amount** or select **Full Net Deposit**.

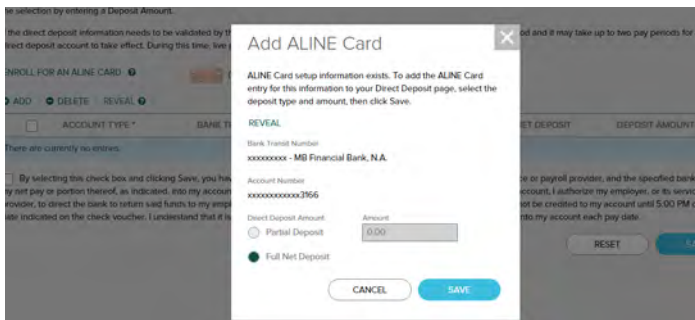


Figure 5. Add ALINE Card

3. Click **Save** to add the ALINE Card entry to your Direct Deposit page.

## Updating a Direct Deposit for an Existing ALINE Card

If you have previously enrolled for an ALINE Card and added a direct deposit entry for the ALINE Card as a checking or savings account, the entry must be updated to allow changes to direct deposit information for the ALINE Card.

1. Select **Myself > Money > Direct Deposit**.
2. Click **Enroll for an ALINE Card**. An **ALINE Card Account Type Update** window displays that includes the **Bank Transit Number** and **Account Number** for the existing ALINE Card.

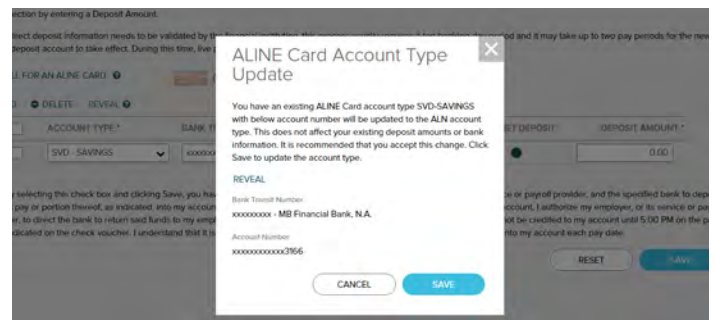


Figure 6. ALINE Card Account Type Update

3. Click **Save** to update the **Account Type** to the ALN type.

