

OCTO provided a site that employees can access, and you should be able to get to your direct deposit information to make changes. You can use the remote.dc.gov site and log in like you would if you were at work.

You can start by [clicking here](#) and please see the screenshots below.

Let us know if you have any questions, and thanks for your time.

Once you are in to the secure site, you should be able to adjust your direct deposit in PeopleSoft by following these steps:

- 1) Click on the compass icon in the upper-right corner of the screen.
- 2) Click on "Navigator"
- 3) Then click through Self-Service>>Payroll and Compensation>>Direct Deposit.

<<NOTE: If you are adding your first ever account, then you will choose **balance**, not percentage, and the deposit order will be 999. You will always need to keep a balance account. After you add in your balance, then you go back in and add in a percentage account or amount account if you have other accounts to add. Those accounts will have a deposit order of 2, then 3, then so on.>>



