



## Direct Deposit Instructions Using Liberty Mutual Gateway

### How To Add a Direct Deposit

*To be used if you do not have funds currently coming to Connexus Credit Union*

1. Connect to the Personal Payment Methods area of Liberty Mutual Gateway.
2. Click on the “Add” button in the lower right-hand corner of the screen. You will now get the “Add/Edit” Screen.

#### **From the Add/Edit Screen:**

1. Choose Direct Deposit from Payment Type drop-down.
2. Indicate a payment percentage or amount.
3. Type in your first and last name in Account Name field.
4. Choose your Checking or Savings account in Account Type field.
5. Enter your member number in the Account Number field.
6. Enter Connexus Credit Union’s transit code:275982296.
7. Hit your “tab” button and the Bank Name field will automatically fill in.
8. Click on OK.

**You will now see a Review screen. Your new Direct Deposit to Connexus Credit Union will show up in the second row of the table at the bottom half of this screen.**

1. Click on the Change Priorities button.
2. Click on the arrow (in the Change Priority column) in the Connexus Credit Union row. This action will move your Direct Deposit to Connexus Credit Union to the first priority.
3. Click on OK.
4. You will now see another Review screen showing your Direct Deposit to Connexus Credit Union in the first row of the table. Click on the Next button.

**Your final review screen will now appear. Click on Submit. Your Direct Deposit request has now been added.**

### How to Edit a Direct Deposit

*To be used if you want to make changes to the direct deposit you currently have coming to Connexus Credit Union.*

1. Connect to the Personal Payment Methods area of Liberty Mutual Gateway.
2. Click on the pencil icon (in the Edit column) in the row you wish to edit. You will now get the “Add/Edit” Screen.

#### **From the Add/Edit Screen:**

1. Make your desired changes to either the Percentage or Amount field in the Payment area.
2. Click on OK.

**You will now see a Review screen. Your updated Direct Deposit amount to Connexus Credit Union will appear. Click on the Next button.**

**Your final review screen will now appear. Click on Submit. Your Direct Deposit amount has now been edited.**

*(If you have additional questions, please contact us as 800-845-5025 or 715-847-4700.)*