

Quick Direct Deposit Transition Instructions / Use these instructions to maintain your TWU-sponsored benefits

STEP 1

Go to

AflacAtWork.com

or

TWUAAunionbenefits.com

STEP 2

PRINT your direct deposit form (or take a screenshot with your phone)

STEP 3

Update how benefits are deducted on JetNet to keep your benefits

STEP 3

...continued;

Finish

First-time Users, Register for AflacAtWork.com

Use your **full EE ID or Soc. Sec. # as your User ID**; Use the **last 4 digits of your Soc. Sec. # + the last 2 digits of your birth year as your password** (you'll be prompted to update your password before continuing).

PLEASE NOTE!

You can also reach the AflacAtWork.com site by visiting TWUAAunionbenefits.com and clicking on the special notice in red at top, right.

Even though the site is called "Aflac At Work", it contains all your plans that are eligible for transition to direct deposit

AflacAtWork.com

Once logged in select "Payment Information" and print your direct deposit form or take a screenshot; **if you choose to print**, you will be asked to download & "accept"

Required Information from the direct deposit form

- Routing Number
- Account Number
- Total premium amount

These are the 3 items needed for JetNet to successfully transition

PLEASE NOTE!

THESE ARE NOT YOUR PERSONAL CHECKING ACCOUNT NUMBERS.

They are individually assigned numbers that connect your direct deposit account while maintaining your security and they are unique to each member.

A. Log onto JetNet

Proceed to "Team Member Services" and click on "Money and Attendance"; click on "TWU - IAM Association represented"

B. Make sure you're enrolled in DUO

Instructions available on JetNet - click on "Send me a Push" and respond to the message on your cell phone or however your DUO app is setup; Click on "I Agree"

****FOR STEPS C THROUGH E BELOW, HAVE YOUR DIRECT DEPOSIT FORM PRINTOUT OR SCREENSHOT AVAILABLE****

C. Enter Account Credentials

Click on "Add Account" and enter the account # provided by the direct deposit form printout or screenshot

D. Select Account Type/ Numbers

Select "Checking Account" and add the bank routing and account numbers from the direct deposit form printout or screenshot

E. Add Totals

Add the total amount from the direct deposit form printout or screenshot where it states "total amount of deposit" and click "add account"

F. Name Account

Name the account by the nickname "TWU Vol account"

G. *If Necessary...

...arrange order

H. Save & Finish

Click "Save and Finish" to close your session