

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

STEP 1

STEP 2

STEP 3

STEP 3

...continued;

Finish

Please follow these instructions as soon as possible to maintain your union sponsored

Make sure you are registered on TWUAAunionbenefits.com

In order to receive important information, please make sure you are registered on the union's benefits website

Please note: first time users, use your EEID as your user name AND password.

Refer to your direct deposit instructions

If you do not have your direct deposit instructions that includes your accounting information on it, please contact your local benefit coordinator or contact UBP at 866-386-6060.

Required Information from the direct deposit form - You will need the following off of your 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