

These instructions explain how to **add, edit, or end a direct deposit account** in Frontline My Service Center.

Before You Begin: Make sure to have the following information ready:

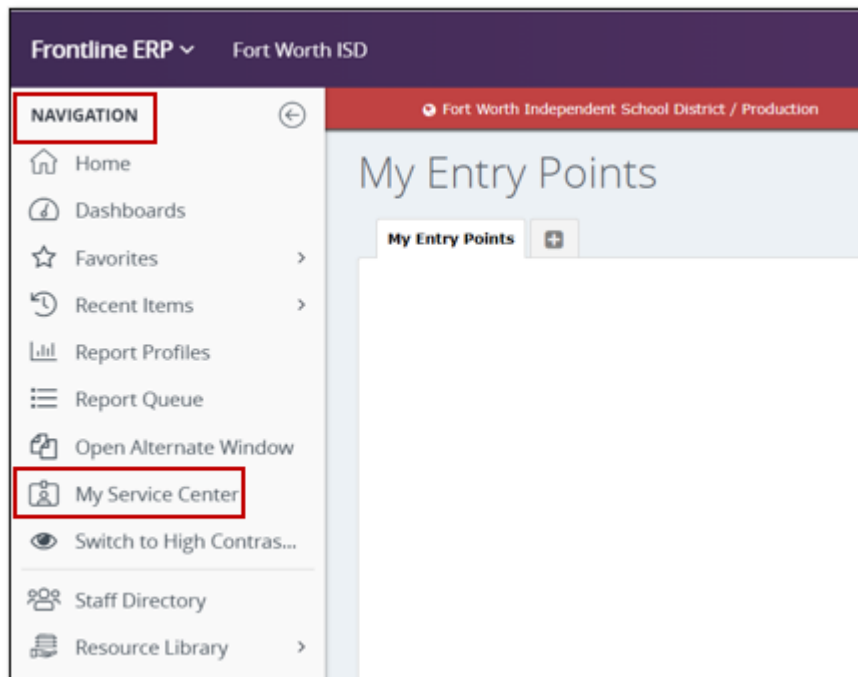
- Bank Routing number
- Bank Account number
- Account type (checking or Savings)
- Desired start date for Deposits

Step 1: Log In

- Go to <https://myapps.classlink.com/home> and log in to Frontline.
- Log in using your credentials
- From the ClassLink screen
 - Select the Frontline folder,
 - Click Frontline ERP.

Step 2: Navigate to Direct Deposit

- Click My Service Center in the navigation bar.
- Select My Payroll Information.
- Scroll down and click Direct Deposit.

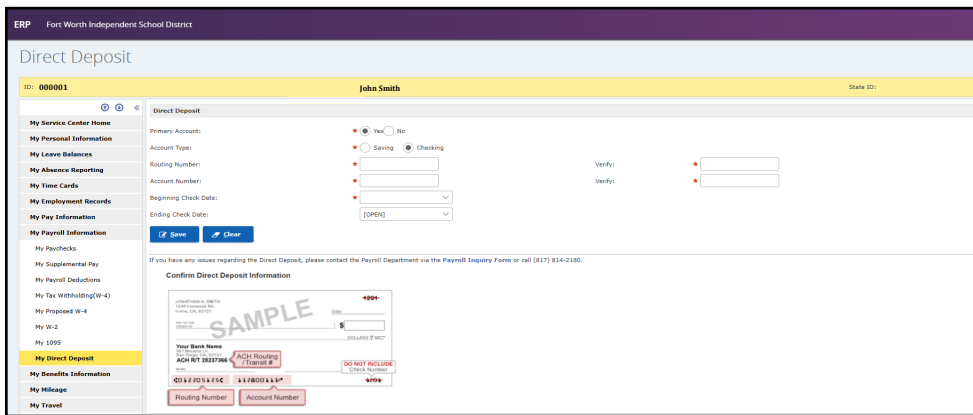


Step 3: Enter Your Bank Information

- Complete all required fields (marked with a red asterisk *).
- Enter the banking details:
 - Primary Account
 - Account Type
 - Routing number
 - Account number
- Select the Beginning Check Date for when the direct deposit should start.

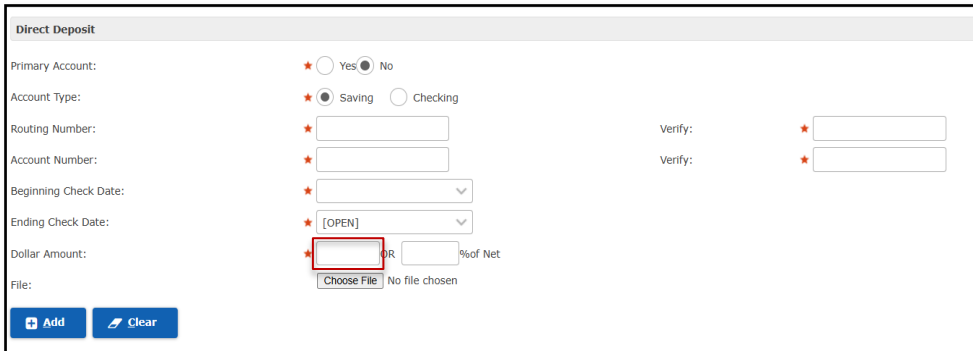
Important:

- To keep the account active indefinitely, enter "O" (the letter O) in the Ending Check Date field.



If adding multiple accounts:

- A fixed dollar amount must be entered
- Percentages are not allowed.



Step 4: Uploading Supporting Document (Optional)

You may upload a voided check or bank deposit form as backup (not required).

- Click Add/Edit Attachment
- Select your file
- Click Save Attachment

Step 5: Save Your Information

- Review all entered information carefully
 - Click Save
- After saving, the direct deposit details will appear at the bottom of the screen.

Step 6: Edit or End a Direct Deposit Account

To Edit an account:

- Select the account from the list
- Click Edit
- Make necessary changes
- Click Save

To End (inactivate) an account:

- Select the account from the list
- Click Edit
- Change the status to inactive
- Enter the End Date (last paycheck for this account)
- Click Save.

Direct Deposit

Start Date: 07-12-2025 End Date: 12-15-2025

Routing Number: 123456 EECU FORTWORTH, TX

Account Number: 123456789

Account Type: ☐ Saving ☒ Checking

Primary Account: ☒ Yes ☐ No

☒ Show Active ☐ Show All

Start Check Date	End Check Date	Type	Institution	Routing Number	Account Number	Primary	Dollar	% of Net	Attachment
09-15-2025	[OPEN]	Checking	EECU	123456	123456789	Y		0.00	

Direct Deposit

Start Date: 07-12-2025 End Date: [OPEN]

Routing Number: 311981614 EECU FORTW

Account Number: 113000809921

Account Type: ☐ Saving ☒ Checking

Primary Account: ☒ Yes ☐ No

☒ Show Active ☐ Show All

Start Check Date	End Check Date	Type	Institution	Routing Number	Account Number	Primary	Dollar	% of Net	Attachment
09-15-2025	[OPEN]	Checking	EECU	123456	123456789	Y		0.00	

Helpful Tips:

- Double-check your routing and account numbers before saving
- Ensure your start date aligns with payroll processing timelines
- Use "O" (letter) – not zero- for ongoing deposits
- Review your entries carefully to avoid payment delays

Confirmation

After saving your changes a confirmation email will be sent to your fwisd.org email account with your direct deposit details.

Direct Deposit Change Notification



donotreply@fortworth.erp.frontlineeducation.com

To  John Smith



12:55 PM

Employee Name you have made a change to your Direct Deposit Account on 11-19-2025 12:54 PM. You added bank account number *****3456 , routing number *****6789 EECU to begin with Payroll Check on 12-19-2025 and ending [OPEN] .This is a Saving account and it is your Primary direct deposit.

This automated email was produced by TEAMS System ID 2.