Instructions for Setting up Multiple UPRR Direct Deposits for Insurance Premiums Through Railroad Marketing

How do I create paycheck deductions to direct deposit my insurance premiums?

Please follow the following step-by-step instructions *or* return this form and we will complete the change for you.

1. Logon to the UPRR website, www.uprr.com , using your TCS user ID and password. If you do not know your TCS user ID and password, contact OSS at 402-544-5555.

2. Click on the "e-pay" Tab

3. Then click on the "Payroll" Tab and select the "Direct Deposit" link.

4. To enter an "additional bank" account, select "New Additional Bank." The first priority "additional bank" account should be entered first, followed by the second, and then the third.

5. Enter your bank details (routing number, account number, account type, and designated amount or percent) paying close attention to the sample and instructions at the bottom of the screen.

(**Community Banks of Colorado***) **Routing # 102102013 Account # 9031945**

Account type: **Checking** **Premium (Deduction); $** 27.00

6. After inputting the bank information, click on "Review."

7. If the bank information is correct, click "Save." On the next screen you should receive a notice that "the changes you made to your bank data were saved." At this point, the set-up for the "additional bank" account has been completed.

*** Your deduction will come out each half of the month as direct deposit to Community Banks of Colorado.**

What is a "Main Bank?" Every employee enrolled in direct deposit has a "main bank" account. This is the primary account that your funds are deposited into on payday.

What is an "Additional Bank?" Employees can elect to send a flat amount or set percentage of their net pay to up to three other accounts in addition to their "main bank" account. These will be fulfilled first, in the order they were entered into the ePayroll system. Any funds remaining will be sent to the "main bank" account.

The below information is needed ***only*** if you want Railroad Marketing to add the direct deposit to your payroll deduction.

ID # _____ **Name _____**

Password: _____ **Employee ID # _____**

Railroad Marketing 888-646-9951

Date Completed:_____