View Direct Deposit Account Details

Now that you have online access to your paycheck information, you are able to view your biweekly direct deposit account information online.

1. Enter your username and password.
2. Click Sign In.

**NOTE:** If you have never logged into NYSPO before, please check out the NYSPO Enrollment and Access job aid or contact your agency coordinator.
3. Click View Direct Deposit Account(s) in the left menu.
NOTE: If you work for more than one State agency, then select the **Job Title** on the **Select Job Title** page to open the **Direct Deposit** page.

NOTE: If you are not currently enrolled in direct deposit and have no banking information on file, you will receive the message below. Included on this page is a link to the direct deposit enrollment form and instructions. If you want to participate in direct deposit, complete this form and give it to your payroll administrator.
View Your Direct Deposit Account(s)

On the Direct Deposit page, you can see detailed information about all of your current direct deposit accounts.

1. Deposit Order indicates the priority that your net pay will be deposited into multiple accounts. Deposit Order allows only values in increments of 100 with an end value of 999.
   
i. Example: Deposit Order 100 = First Account Processed  
Deposit Order 999 = Last Account Processed

2. Click Opt In/Out of Printed Pay Stubs to update your preference to go paperless and opt out of receiving a printed copy of your pay stub.

3. Click Return to Select Job Title to select a different Job Title on the Select Job Title page.

NOTE: Further information about going paperless and opting out of receiving a printed copy of your pay stub, can be found in the NYSPO Go Paperless job aid.
4. For security reasons, your account number is masked.
5. If you need to view your account number, you can do so by clicking on the link under Account Type.

6. Your account number will appear unmasked.
7. Click **Return to Direct Deposit** to select another account.
Sign Out

For security purposes, you should always Sign out of NYSPO when you are finished viewing or updating your payroll information. Close all open browser windows when finished. Your pay stub or W-2 will remain open until you close the browser window, even if you log out or are timed out of NYSPO.