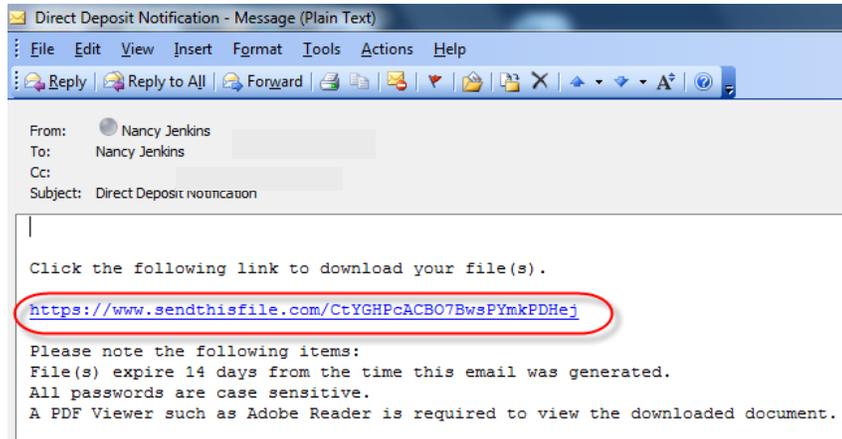


Retrieving Your Direct Deposit Voucher

Note: If you have trouble accessing your direct deposit voucher, please contact your employer.

1. When you receive the email, click the available link. Warning! The link will expire in 14 days.



2. Enter the Password (PIN). If you do not know your password, contact your employer.
3. Click **submit**.

Please enter the password in order to download this file. If you do not know the password, contact the person that sent you this file.

Password:

4. Click the Filename that appears as a blue link. This can only be opened 2-3 times. To access the voucher in the future, save the deposit voucher as a PDF in a secure location.

| Filename | Size | Virus Scan |
|---|--------------|---------------------------|
| DD 2011.10.31 2771d.pdf [international] | 45.32 KBytes | No virus threat detected. |

The [international] link allows filenames with non-latin characters to be preserved when saving the file.

5. Choose to **Open** the PDF and/or **Save** it to a secure location where it can be accessed at a later time.
6. If **Open** is selected the PIN must be entered again. Print, save, or delete the PDF as desired.