

Direct Deposit



THE FASTEST WAY TO
GET REIMBURSED FOR
ELIGIBLE FLEXIBLE
SPENDING EXPENSES

■ Log into your **My Plans by CBIZ** account online at myplans.cbiz.com.

■ From the **Home Page**, hover over **Accounts** and select **Banking/Cards**.

■ Bank account and debit card information will appear on the page.

■ Click **View/Update** to add or change bank account information.

■ Enter your bank account information and click **Submit**. Direct deposit will then be set up automatically for that account.

■ Once your bank account is added, the system will pass the information through bank verification in real-time and generate a pass or fail message. *Please note your bank account can only be updated 5 times within a 7 day period.*

