

## Paychex Direct Deposit Setup:

There are two options for changing/adding deposit deposits.

1. Complete the attached form AND provide a void check\*. Submit both items to Kim Carroll at [kcarroll@threeoakstampa.com](mailto:kcarroll@threeoakstampa.com) or Laresha Richardson at [laresha.richardson@metrolagoons.com](mailto:laresha.richardson@metrolagoons.com)

**\*A void check MUST be provided, or Paychex will not process it.**

2. Change direct deposit using the employee portal or app.
  - a. Click the link below or download the “Paychex Oasis Employee Connect” app
  - b. <https://portal.oasisassistant.com/>
    - i. Enter username and password
    - ii. Select employee profile
    - iii. Select direct deposit

If employees do not remember their user ID and password, click “NEED HELP LOGGING IN?” below the Sign In button. This will allow them to reset their username and/or password.

If they’re still having difficulty logging in, contact the Go r m {gg'Ugtxlg'Egpgt'cv\*: 22+!: 44/: 926