

Instructions for Entering Vacation Direct Deposit Information

1. Go to **www.nycclf.org**.
2. Click the “Member Log-In” button located on the top right corner of the screen.
3. Log into the website using your Username (UBC #) and Password. (If you are having trouble logging into your account, you can contact our Member Services Department for assistance.)
4. Check the box agreeing to the terms of the website and click “Continue.”
5. After you agree to the website terms, select the “View Add/Edit Banking Information” option and click “Continue.”
6. Once you move to the next screen titled “Banking Information,” click the “Vacation” box.
7. Upon entering the screen titled “Authorization Agreement for Automated Deposits (Credits),” select either “Checking” or “Savings” under “Choose Account Type” using the pull-down menu.
8. After selecting the account type, enter all of your relevant banking information (Transit/Routing/ABA Number and Account Number) using the form that appears on the screen.
9. Re-enter your Transit/Routing/ABA Number and Account Number to confirm that the information is correct.
10. Check the box located underneath the banking information you just entered to authorize the Welfare Fund to distribute direct deposit payments to your account.
11. Make sure all of the necessary information requested is filled out and correct, and then click “Submit” at the bottom of the screen.
12. If your banking information is successfully entered, you will then receive a message that notifies you that your form has been submitted and provides you a confirmation number. If you receive an error message instead, please correct the error and resubmit the form.