

ADP Direct Deposit Self-Service

- Log in to ADP: <https://workforcenow.adp.com>
 - If you need assistance on ADP log-in:
 - Students: Please contact Financial Aid directly (617-585-1110, finaid@necmusic.edu)
 - Faculty/Staff: Please go to Human Resources, Room SB 203
- Go to MySelf > Pay > Direct Deposit



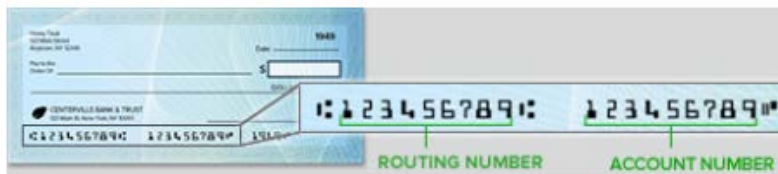
- Click the “add direct deposit”



- Enter your bank routing number and bank account number: Routing number is a nine-digit code that identifies the U.S. bank location where your account was opened. It's usually the first set of numbers printed on the bottom of your checks on the left side. If you are not sure, please contact your bank directly.

Routing Number * 

Account Number *



- Review your input and click the “done” button