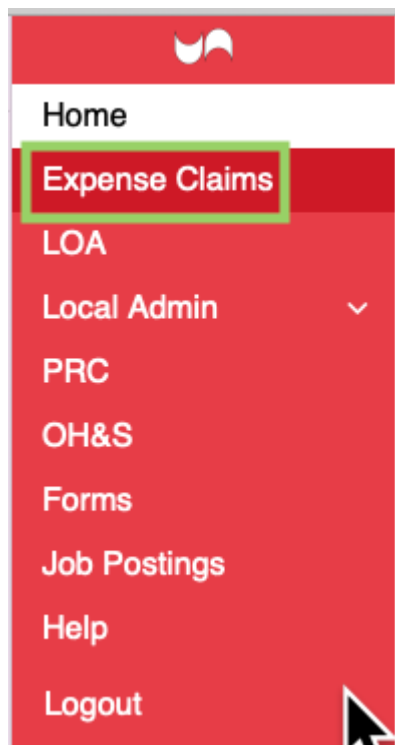


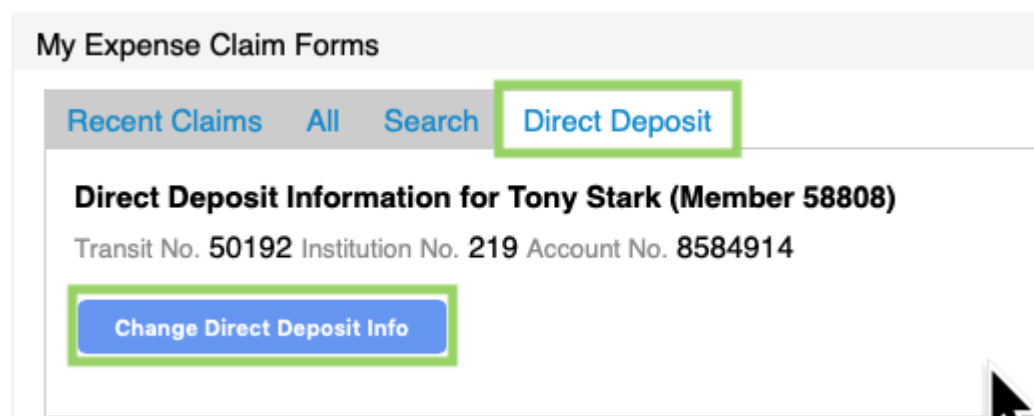
Your UNANet account username and password is used to log into FirstClass, DMS Web and UNA apps.

If you use DMS Web, use the procedure outlined in this tutorial to sign into the UNA Data Management System (DMS).

To update **Direct Deposit** information, log into **DMS** and click on **Expense Claims**.



In the **My Expense Claim Forms**, click on **Direct Deposit**. If banking your information is on file, the form will automatically fill with your information. If you need to change or add banking information, click on **Change Direct Deposit Info**.



The **Direct Deposit Information** screen will open, complete the following and click **Submit**.

- **Transit No.** - Found on cheque see pink box (5 digits)
- **Institution No.** - Found on cheque see green box (3 digits)
- **Account No.** - Found on cheque see blue box (7-9 digits)

Direct Deposit Information for Tony Stark (Member 58808)

The information will be updated for **both** Centralized and Provincial accounting

Transit No.	<input type="text" value="30081"/>	Institution No.	<input type="text" value="010"/>	Account No.	<input type="text" value="1125710"/>
<input type="text" value=" 905 "/>	<input type="text" value=" 30081 "/>	<input type="text" value=" 010 "/>	<input type="text" value=" 1125710 "/>		
Cheque #	Transit #	Institution #	Account		

Once **Direct Deposit Information** has been entered, a screen will pop up indicating the information has been successfully loaded.

My Expense Claim Forms

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Direct deposit information updated successfully.

Direct Deposit Information for Tony Stark (Member 58808)

Transit No. 30081 Institution No. 010 Account No. 1125710