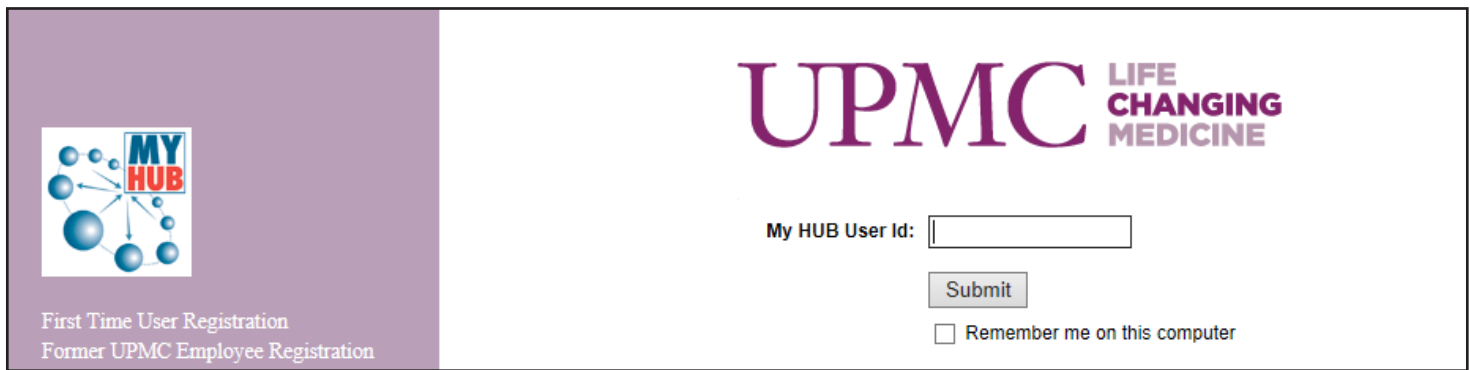
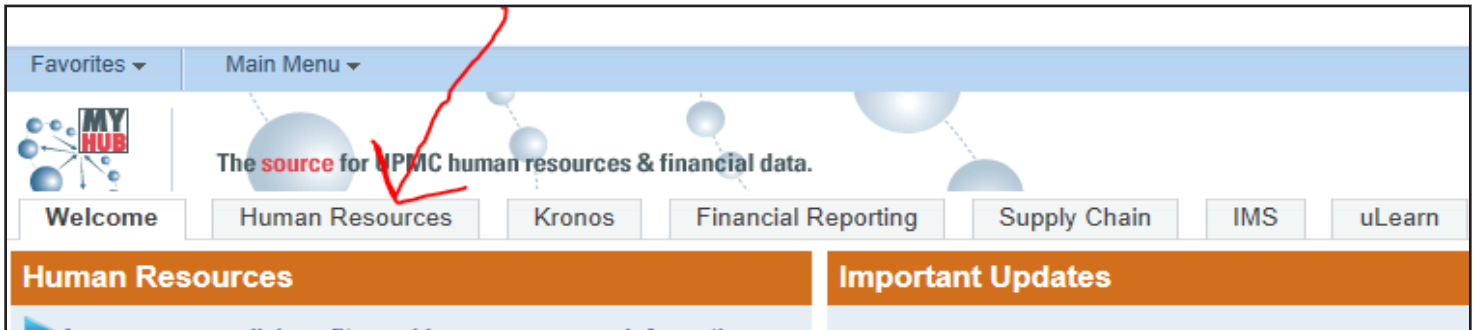


**Step 1: Visit the HUB sign-on page:**  
Enter User Name (password will be entered on the second screen)



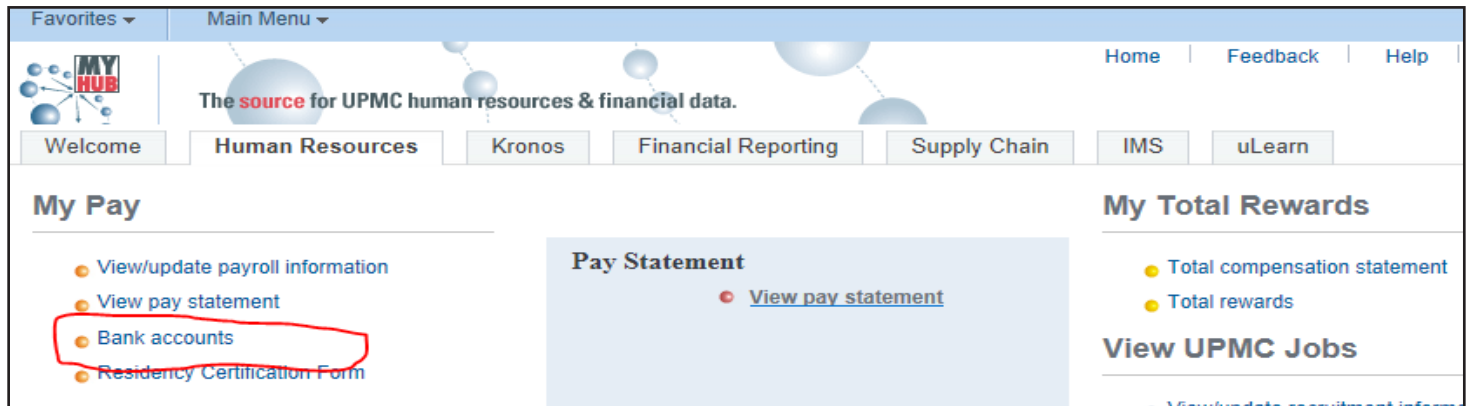
The image shows the UPJC MyHub sign-on page. On the left, there is a logo for 'MY HUB' with the text 'First Time User Registration' and 'Former UPJC Employee Registration' below it. On the right, the UPJC logo is displayed with the tagline 'LIFE CHANGING MEDICINE'. Below the logo, there is a text input field labeled 'My HUB User Id:' followed by a 'Submit' button. At the bottom right, there is a checkbox labeled 'Remember me on this computer'.

**Step 2: MyHub Home Page: Click Human Resources**



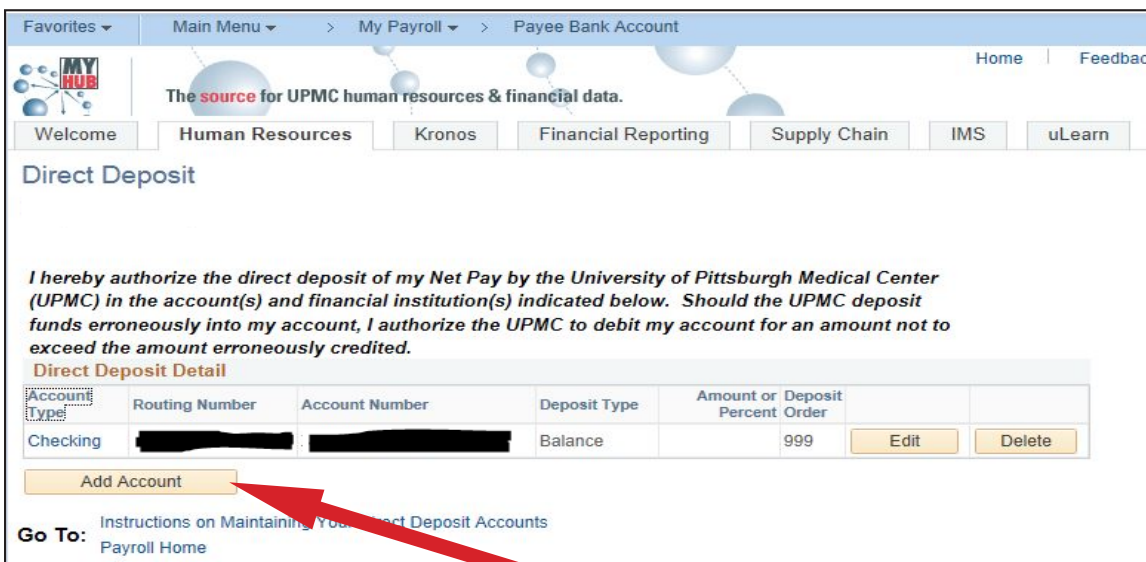
The image shows the MyHub Home Page. At the top, there are navigation menus for 'Favorites' and 'Main Menu'. Below these is a banner with the text 'The source for UPJC human resources & financial data.' and a red arrow pointing to the 'Human Resources' link in the main navigation bar. Other navigation links include 'Welcome', 'Kronos', 'Financial Reporting', 'Supply Chain', 'IMS', and 'uLearn'. Below the navigation bar, there are two main sections: 'Human Resources' and 'Important Updates'.

**Step 3: Human Resources Page: Click Bank Accounts**



The image shows the Human Resources page. At the top, there are navigation menus for 'Favorites' and 'Main Menu'. Below these is a banner with the text 'The source for UPJC human resources & financial data.' and a red arrow pointing to the 'Bank accounts' link in the 'My Pay' section. Other navigation links include 'Welcome', 'Human Resources', 'Kronos', 'Financial Reporting', 'Supply Chain', 'IMS', and 'uLearn'. Below the navigation bar, there are two main sections: 'My Pay' and 'My Total Rewards'. The 'My Pay' section includes links for 'View/update payroll information', 'View pay statement', 'Bank accounts', and 'Residency Certification Form'. The 'My Total Rewards' section includes links for 'Total compensation statement' and 'Total rewards'. There is also a 'View UPJC Jobs' section.

**Step 4: Bank Account Info: Click Add Account**



The image shows the Bank Account Info page. At the top, there are navigation menus for 'Favorites' and 'Main Menu'. Below these is a banner with the text 'The source for UPJC human resources & financial data.' and a red arrow pointing to the 'Add Account' button. Other navigation links include 'Welcome', 'Human Resources', 'Kronos', 'Financial Reporting', 'Supply Chain', 'IMS', and 'uLearn'. Below the navigation bar, there is a 'Direct Deposit' section. It includes a text area with the following text: 'I hereby authorize the direct deposit of my Net Pay by the University of Pittsburgh Medical Center (UPJC) in the account(s) and financial institution(s) indicated below. Should the UPJC deposit funds erroneously into my account, I authorize the UPJC to debit my account for an amount not to exceed the amount erroneously credited.' Below this text is a 'Direct Deposit Detail' table with columns for 'Account Type', 'Routing Number', 'Account Number', 'Deposit Type', and 'Amount or Percent Order'. The table contains one row with the following data: 'Checking', a redacted routing number, a redacted account number, 'Balance', and '999'. There are 'Edit' and 'Delete' buttons next to the row. Below the table is an 'Add Account' button, which is highlighted with a red arrow. At the bottom, there is a 'Go To:' section with links for 'Instructions on Maintaining Your Direct Deposit Accounts' and 'Payroll Home'.