

Setting Up Direct Deposit

First, you need to register for Employee Self Service (ESS) to set up a new Direct Deposit.

1. While connected to the Internet, enter the following URL: <https://portal.adp.com>

Note: At this time, ESS may not run on a FireFox browser.

2. Click "First Time Users Register Here" and then complete all required steps using "**cskauto-cskpay**" as the "Registration Pass Code".

Note: When prompted to enter your name and address, make sure to **enter your information exactly as it appears on your pay stub.******

3. Once you have registered with ESS, you are ready to log in and begin using the service. To log in, go to <https://portal.adp.com>, click "User Login" and enter your personal login information.

Note: Your user ID will end with "@CSKAuto", NOT "@CSKAuto.com". Your login will fail if you add ".com".

To set up a new Direct Deposit

1. Login to your account
2. Click on "Money" in the blue menu bar
3. Select Direct Deposit from the left menu if it is not already displayed
4. Click on the "Add New" button
5. Carefully enter your banking information
6. Select the "agreement" box
7. Click "Save"

Your direct deposit should start within 2 pay periods of setting up the direct deposit account.

****If you are prompted to enter your Employee ID and a PIN during the registration process, **do not** do so. Instead, stop the registration process and start over (go to <https://portal.adp.com> and click "First Time Users again) verifying that you are entering your information exactly as it appears on your pay stub as this will match what is in our system. If you continue to receive the prompt to enter your Employee ID and PIN, email personneldepartment@cskauto.com and explain in your message exactly what information you are entering and that you have been prompted to enter your Employee ID and a PIN while signing up for ESS.

If you experience any problems beyond the issue described above, call (866-275-5700) or email (helpdesk@cskauto.com) the Help Desk.