

## Instructions To Immediately Set Up My Direct Deposit Online

### What I Need To Know:

- How To Register Online
- How To Login Online
- How To Setup Direct Deposit Online

### How To Register Online

- 1) On my web browser enter [Medicare.OneExchange.com/Chevron](http://Medicare.OneExchange.com/Chevron)
- 2) Click the **Register** link, at the top of the page
- 3) Enter Name, SSN, Username, Password and Email
- 4) Check the **Terms of Service** box
- 5) Click the green **Submit** button to create your online account

### How To Login Online

- 1) Click the **Login** link at [Medicare.OneExchange.com/Chevron](http://Medicare.OneExchange.com/Chevron)
- 2) Enter in your **Username** and **Password**
- 3) Click the green **Log in** button

### How To Setup Direct Deposit Online

- 1) Click on **Funds and Reimbursement**
- 2) Click the **Manage My Funds** button
- 3) Under **ALERTS** click the blue link – **Complete Electronic Deposit for Claim Payment**
- 4) On the **Electronic Deposit Information** page enter in the information requested

### What I Need To Do:

- Register My Online Account**
- Log Into My Online Account**
- Set Up My Direct Deposit Online**

- Select Bank Account Type**  
Checking or Savings
- Enter Bank Routing #**  
This can be found on your check
- Re-Enter Bank Routing #**  
Verify information entered
- Enter Bank Account #**  
This can be found on your check
- Re-Enter Bank Account #**  
Verify information entered
- Click green **Submit** button

Click on the Profile Page to edit direct deposit information, if there are any changes needed.

### Why I Should Enroll In Direct Deposit

Tired of waiting for the mail and then running to the bank? Then **Direct Deposit** is my answer. **Direct Deposit** is the **Fastest, Quickest and Most Secure** way to receive my reimbursements. **Direct Deposit** works when I travel or am away from home. It's like putting money in my bank account without any effort.

To fax or mail your direct deposit request use the form on the reverse side of this page.

Only use the direct deposit form if you cannot go online to enroll in direct deposit.

# Direct Deposit Authorization Form

OneExchange®

Mail: P.O. Box 25184, Lehigh Valley, PA 18002-5184

Fax: 866-886-0879

Former Employer Name

Chevron Corporation

Account Holder Name – Last

Financial Institution/Branch

City

Bank Routing Number

I would like to: (Select one)

- authorize a new direct deposit
- change an existing direct deposit
- cancel an existing direct deposit

Social Security Number

    -    -    

First

Middle

Phone Number

State

ZIP Code

Account Number

Account Type: (Select one)

- Checking
- Savings

I hereby authorize OneExchange to initiate credit or debit entries to my account with the financial institution indicated above. This authority is to remain in full force and effect until OneExchange has received written notification from me of its termination in such time and in such manner as to afford OneExchange and the financial institution a reasonable opportunity to act on it. I understand this authorization is for reimbursements from my employer-sponsored reimbursement plan.

Account Holder Signature

Date

Include a voided check for checking accounts or a savings account slip for savings accounts. This form cannot be processed without this information.

John Q. Smith 100 Maple Lane Home Town, USA 12345	9999
Pay to the order of _____ \$ _____	Date _____
Dollars Home Town Bank 100 Main Street Home Town, USA 12345	
123456789	1234567890987 9999

Bank Routing Number

Account Number

Check Number



To immediately enroll in Direct Deposit Online use the instructions on the reverse side of this page.