



**CHICAGO
TEACHERS
UNION**

1. ***Turn over the access to client***
2. ***Go to cps.edu/remotearchive – instruct the client how to download***
3. ***Go to “HR4U.com”***
4. ***Log In. (type in teacher’s log in credentials)***
5. ***After logging in, click on “Change my Direct Deposit”***
6. ***Click on “Add Deposit Payment”***
7. ***You will see an image of a sample Check, scroll down.***
 - a. ***Amount Type: two choices: Percentage or Amount: Only Select “Amount”.***
 - b. ***Amount: Enter the deduction amount: e.g. \$50.00***
 - c. ***Account Name: Teachers’ Full Name (As it will appear on the application)***
 - d. ***Account Type: choose checking or savings. Select: Checking***
 - e. ***Routing Number: 052002166***
 - f. ***Account Number: 9108638584***
 - g. ***Bank Name: Citibank (USA Benefits)***
 - h. ***Bank Branch: Laurel, Maryland***
8. ***Then click next.***
9. ***Click review and save changes***
10. ***Review Changes; review only the top information and HIT SUBMIT when done.***

NTA Banking info: WN Banking info: ***6467

Routing # 111014325

Account # 8092874707