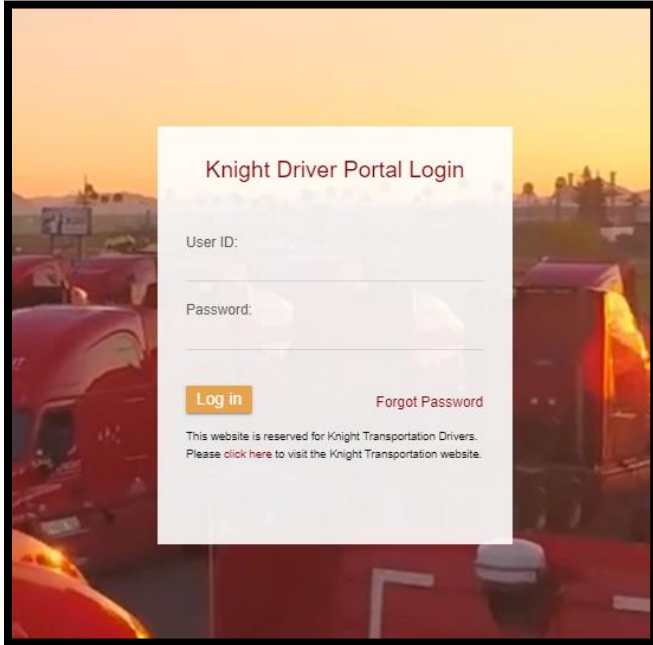


DIRECT DEPOSIT INSTRUCTIONS

Step 1

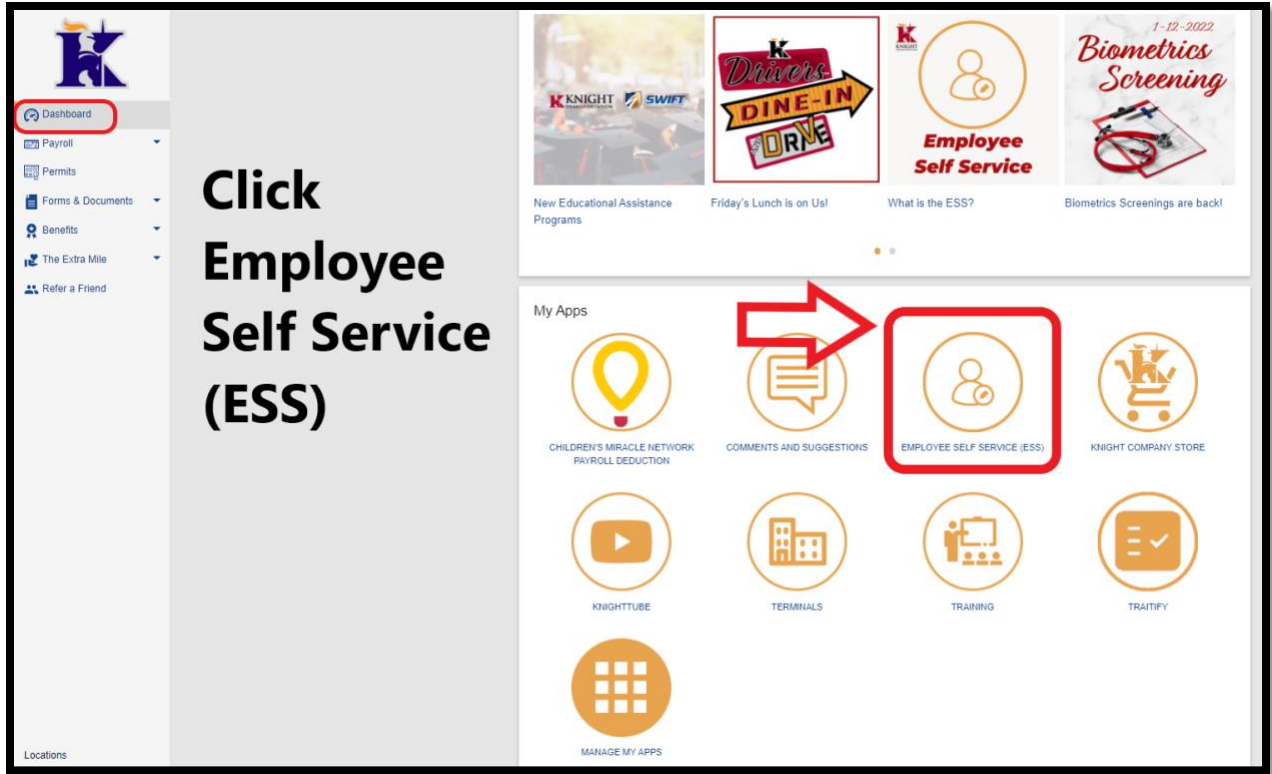
Login to Driver Portal.



Step 2

Stay on Dashboard and scroll down to My Apps section with the yellow circle buttons.

Click on Employee Self Service.





Step 3


Login to ESS/Employee Self Service

<https://ess.knighttrans.com/login>

Log in

Username 
This field is required

Password 
This field is required

 LOGIN

Drivers: Username & Password will be the same as the Driver Portal Login.

Include appropriate prefix


KR- for Reefer

KP- for Ports

None for Dry

Step 4

Select where you would like the Verification Code, and click send.



Two-Factor Authentication

To keep your information secure, we need to confirm your identity with an additional step.

Please choose how you'd like to receive your code.

- Text to ***-***-6066
- Email to dhjo*****@gmail.com
- Email to dani*****@knighttrans.com

SEND CODE

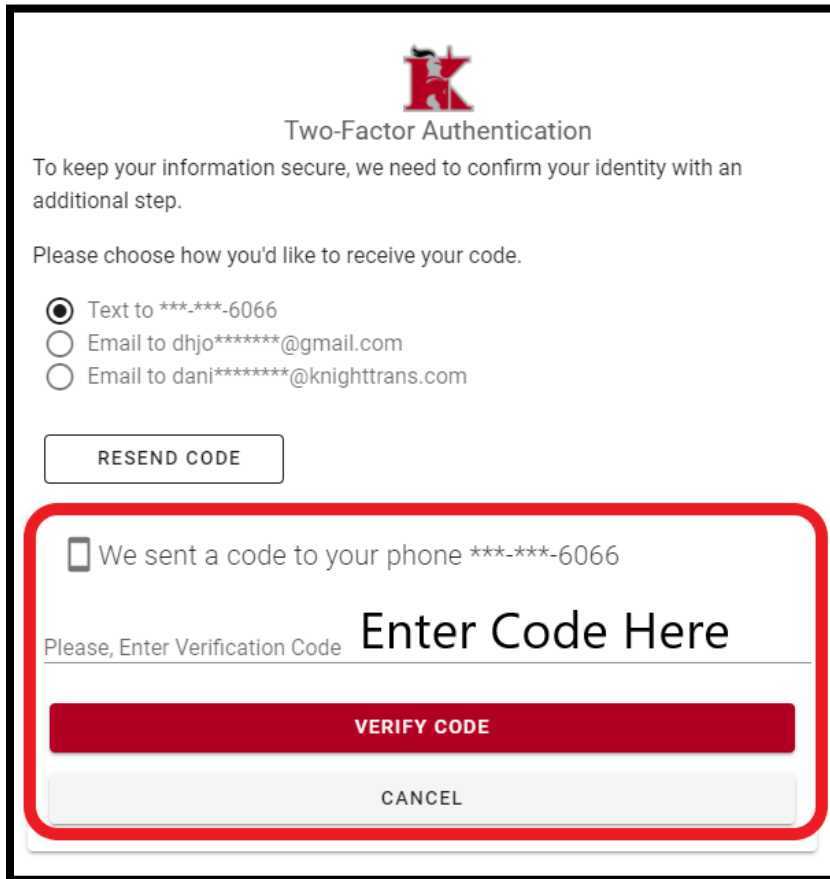
Please, Enter Verification Code


VERIFY CODE

CANCEL

Step 5

Verification code will be sent to selected choice. Type code on line “Please, Enter Verification Code” and click the button “Verify Code.”





Two-Factor Authentication

To keep your information secure, we need to confirm your identity with an additional step.


Please choose how you'd like to receive your code.

Text to ***-***-6066

Email to dhjo*****@gmail.com

Email to dani*****@knighttrans.com

RESEND CODE

 We sent a code to your phone ***-***-6066

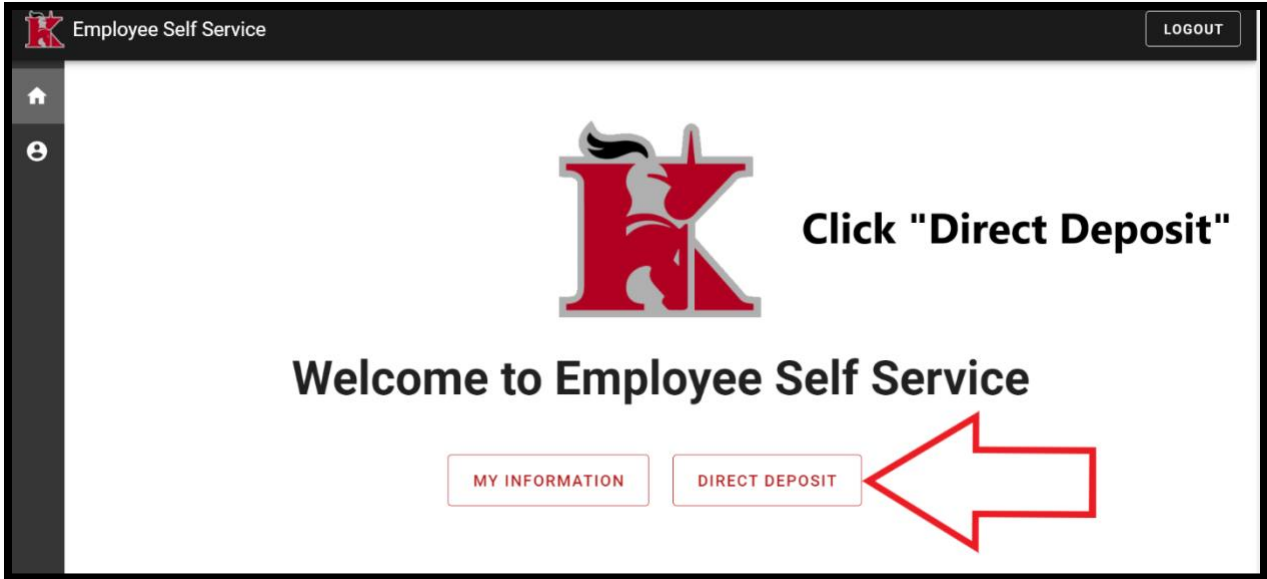
Please, Enter Verification Code **Enter Code Here**

VERIFY CODE

CANCEL

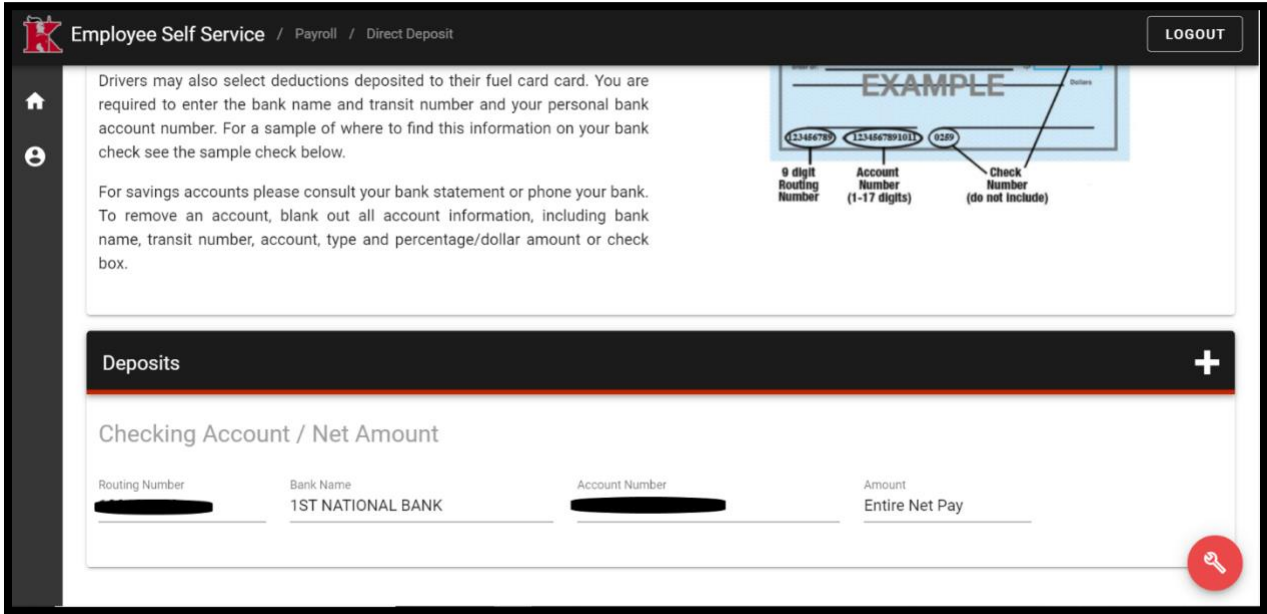
Step 6

Click Direct Deposit button.



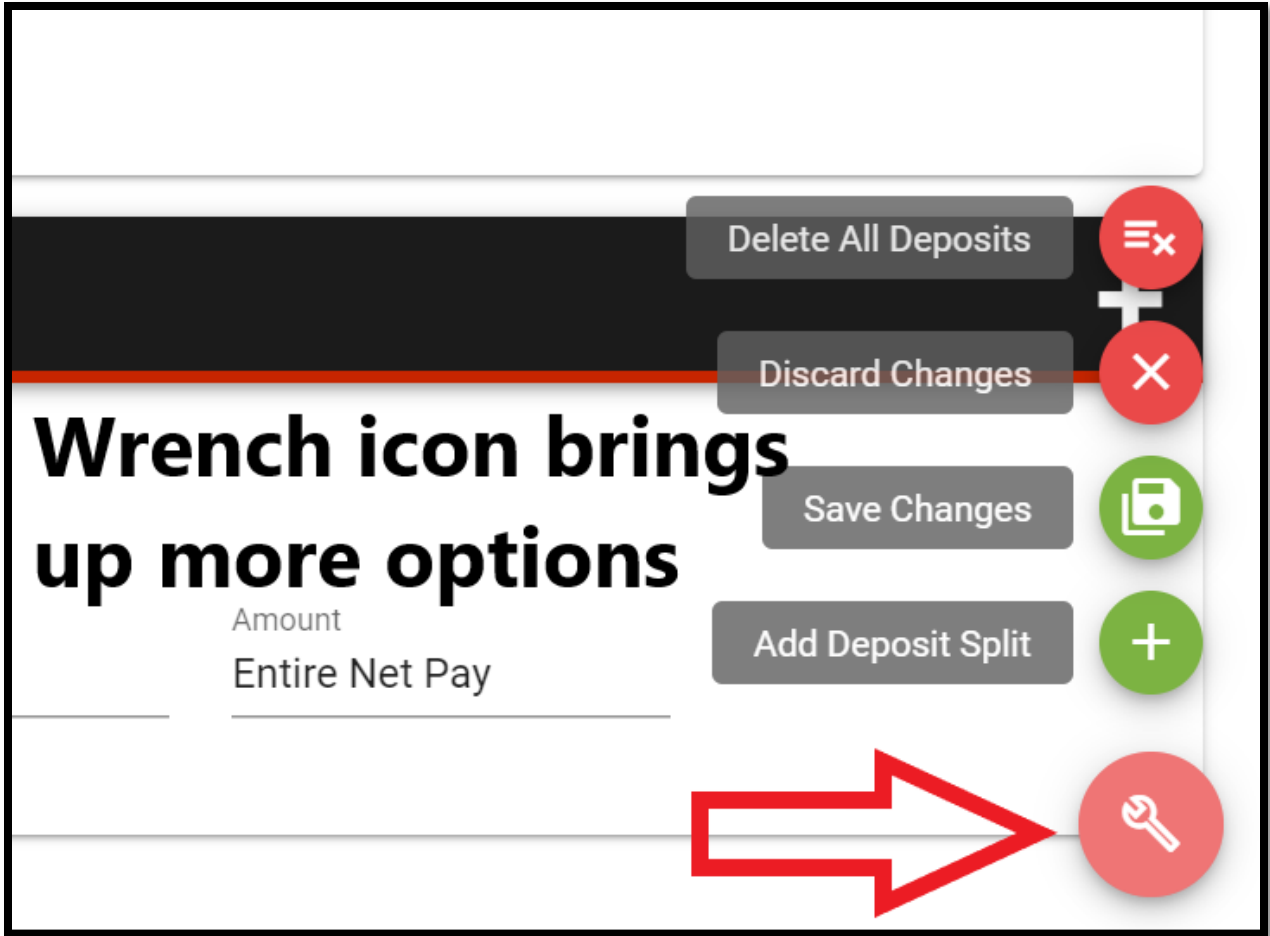
Step 7

This will take you to the page where you can view, edit and add direct deposits.



Step 8

Click on the round, orange wrench icon to view more options.



Delete All Deposits:

This will delete everything on the page. Useful for getting rid of EFS/Fuel Card as the Entire Net Pay option.

Discard Changes:

Gets rid of any unsaved changes made on this page.

Save Changes:

Keeps all changes made on this page.

Add Deposit Split:

Allows you to add a new deposit.

Step 9

To add a new direct deposit, click Add Deposit Split

Select Checking or Savings, dependent on the account you are adding.

Select Deposit Type.

\$ Dollar:

A flat amount of \$ will go into this DD.

% Percentage:

A percentage will go into this DD (ie. 10% of the check).

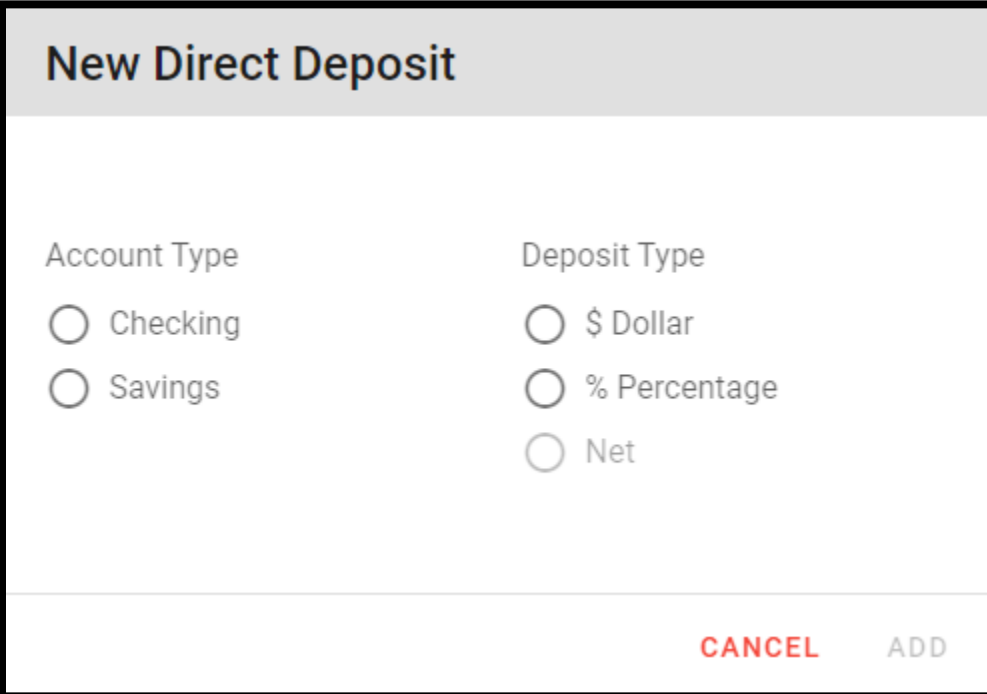
EFS:

The driver can use and enter his EFS/Fuel Card to receive personal checks.

Net:

The remaining check balance. Only 1 Net account can be set up. If driver is wanting 100% to go to 1 bank, select this option.

If another net is set up, it will have to be deleted before setting up a new net account.



The screenshot shows a form titled "New Direct Deposit". It has two columns of radio button options. The left column is labeled "Account Type" and contains "Checking" and "Savings". The right column is labeled "Deposit Type" and contains "\$ Dollar", "% Percentage", and "Net". At the bottom right of the form, there are two buttons: "CANCEL" in red and "ADD" in grey.

Click Add after selecting both Account and Deposit Types.

Step 10

Enter Routing Number, Bank Name, Account Number.

Enter % or \$ if applicable.

If Entire Net Pay was chosen, no need to edit.

If wanting to edit existing % or \$, click on it to adjust.

If wanting to delete specific accounts, click on the Trash icon next to the information.

The screenshot displays a web interface for managing deposits. At the top, a blue banner indicates "You currently have unsaved changes" with a "SAVE CHANGES" button. Below this, the "Deposits" section is shown with a "+" icon. The first section, "Checking Account / Percentage Amount", features a heading "Enter bank info accordingly" and four input fields: "Routing Number", "Bank Name", "Account Number", and "Percentage %". A trash icon is positioned to the right of the "Percentage %" field, with a red arrow pointing to it. The second section, "Checking Account / Net Amount", includes fields for "Routing Number", "Bank Name" (pre-filled with "1ST NATIONAL BANK"), "Account Number", and "Amount" (pre-filled with "Entire Net Pay"). A trash icon is located to the right of the "Amount" field, also with a red arrow pointing to it. A red wrench icon is visible in the bottom right corner of the interface.

To save changes, click on the Blue Button at top that says "Save Changes" or click on the Wrench icon and click Save Changes.