


MIC Instructions

Setting Up Payroll Direct Deposit



1. Log into your MIC (Lawson) account
2. Under Bookmarks, click "Pay"
3. Locate "Direct Deposit"
4. Click "Add New" or "Edit"
5. Click the magnifier icon  to search
6. Enter 263182969 in the routing number box
7. Enter your account number
8. Set up *only one deposit* and apply the full deposit to your *savings* account

NOTE: DO NOT SPLIT THE PAYROLL ON THE MIC! After this deposit has been set up, you may contact the credit union if you would like your full deposit to go to the checking or be split between multiple trailers.

9. Click submit