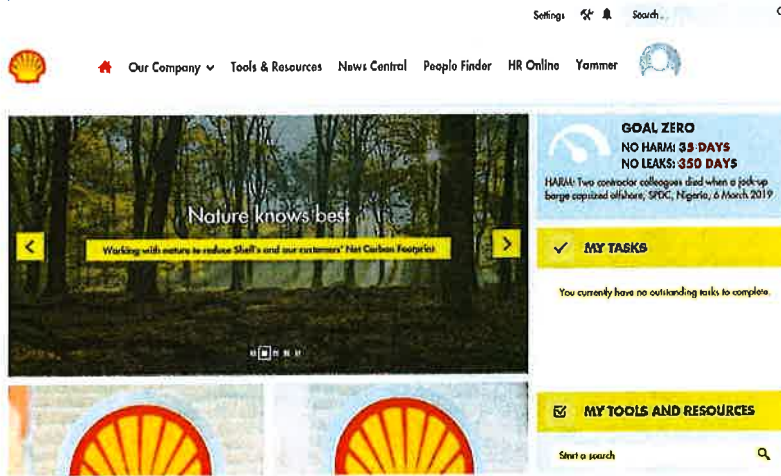
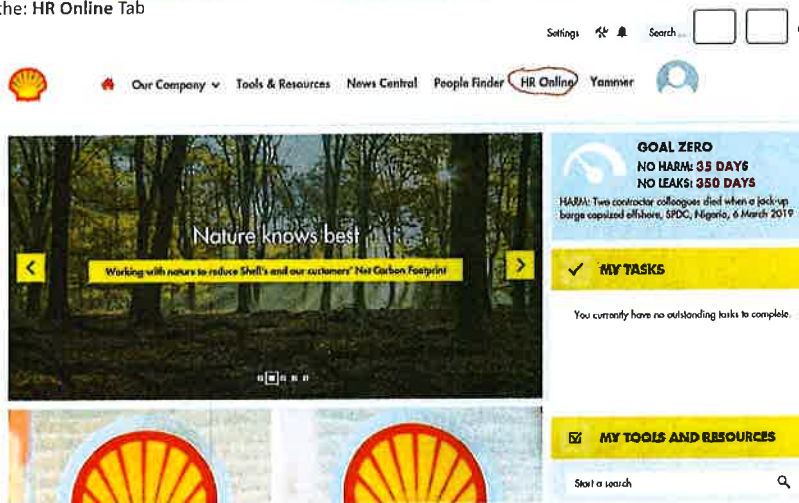


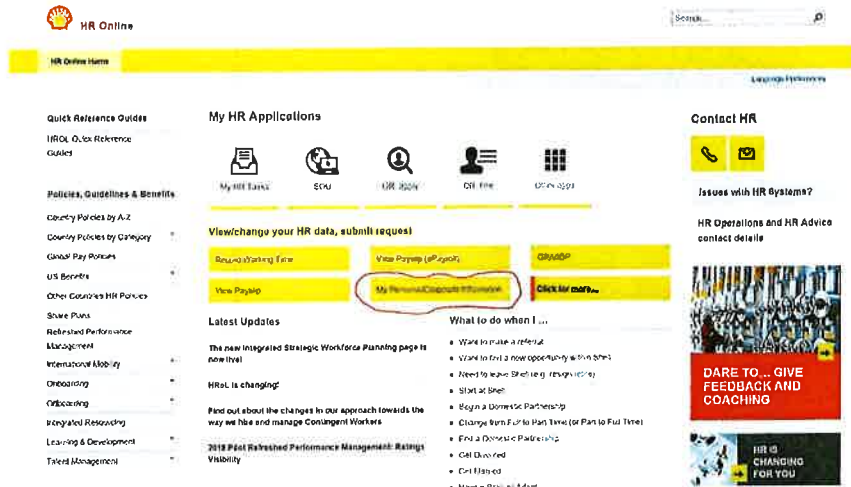
- Open Explorer and the Corporate Shell homepage (not the PSR homepage) from your work computer:
 - <https://hub.shell.com/>



- Click on the: HR Online Tab



- Click on the: My Personal/Corporate Information button



- From The Personal Information tab:
 - Under Bank Details
 - Select Other Bank

Personal Information Corporate Information

My Details

First Name	Last Name
Middle Name	Suffix
Initials	Known As
Gender	Bk Up Date
Social Security Number	Natlonality

Edit

Emergency Contacts

Name * Emergency Phone No.

Edit
New

Bank Details

Main Bank | **Other Bank**

Start Date * Bank Key * Bank Account No.

Edit

- o Under Bank Details
 - o Look for your Skagit State Bank account
 - Select Edit on the right of the listed account
 - Change the Start Date to the current date. (If it rejects the current date, try using a future date within the next pay period)

Other Bank

Edit Bank Details

Start Date * 18.03.2019 [C]

End Date * 31.12.0000 [C]

Bank Details Type * Other bank

Payee _____

Postal Code 98221

City Anacortes

Bank Country * United States

Bank Key * 325180029 Puget Sound Refinery FCU

Bank Account No. * _____

Bank Control Key * Checking Account Saving Account

Payment Method * Bank transfer (ACH)

Payment Currency * United States Dollar

Purpose _____

Standard Percentage

Standard Value * 350.00

Back

- o Under Bank Key, Change the number to 325180029
 - Hit enter and verify that the name changes from Skagit State Bank to Puget Sound Refinery FCU

Other Bank

Edit Bank Details

Start Date * 18.03.2019 [C]

End Date * 31.12.0000 [C]

Bank Details Type * Other bank

Payee _____

Postal Code 98221

City Anacortes

Bank Country * United States

Bank Key * 325180029 Puget Sound Refinery FCU

Bank Account No. * _____

Bank Control Key * Checking Account Saving Account

Payment Method * Bank transfer (ACH)

Payment Currency * United States Dollar

Purpose _____

Standard Percentage

Standard Value * 350.00

- Under Bank Account No.
 - Delete the Skagit bank account number
 - Enter your 4 digit PSR credit union account number followed by 000
 - o ***000

Other Bank
Edit Bank Details

Start Date * 18.03.2019

End Date * 31.12.9999

Bank Details Type * Other bank

Payee *

Postal Code * 99221

City * Anacortes

Bank Country * United States

Bank Key * 325180029 Puget Sound Refinery FCU

Bank Account No. * [Redacted]

Bank Control Key * Checking Account Saving Account

Payment Method * Bank transfer (ACH)

Payment Currency * United States Dollar

Purpose *

Standard Percentage

Standard Value * 350.00

- Once your Info has been entered, select: **Submit** at the far right.

Other Bank
Edit Bank Details

Start Date * 18.03.2019

End Date * 31.12.9999

Bank Details Type * Other bank

Payee *

Postal Code * 99221

City * Anacortes

Bank Country * United States

Bank Key * 325180029 Puget Sound Refinery FCU

Bank Account No. *

Bank Control Key * Checking Account Saving Account

Payment Method * Bank transfer (ACH)

Payment Currency * United States Dollar

Purpose *

Standard Percentage

Standard Value * 350.00

[Back](#) [Submit](#)



- You will then receive a confirmation message that changes necessary have been received.
- You're All Done! Thanks!