

Instructions for Entering Vacation Direct Deposit Information

1

Visit nyccbf.org

and click the "Member Log-In" button located on the top right corner of the screen.



6

After Selecting the Account Type

enter all of your relevant banking information (Transit/Routing/ABA Number and Account Number) using the form that appears on the screen.

2

Log into the Website

using your Username (UBC #) and Password. (If you are having trouble logging into your account, you can contact our Member Services Department for assistance).

7

Re-enter

your Transit/Routing/ABA Number and Account Number to confirm that the information is correct.

3

Check the Box

agreeing to the terms of the website and click "Continue."



8

Check the Box

located underneath the banking information you just entered to authorize the Welfare Fund to distribute direct deposit payments to your account.



4

After You Agree

to the website terms, select "Vacation" on the left-side navigation menu and click "Banking Information."

9

Make Sure

all of the necessary information requested is filled out and correct, and then click "Submit" at the bottom of the screen.

5

Upon Entering the Screen

you will be directed to the "Vacation Benefits Deposit Information page."



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If Your Banking Information is Successfully Entered

you will then receive a message that notifies you that your form has been submitted and provides you a confirmation number. If you receive an error message instead, please correct the error and resubmit the form.