

In order to access the **Banking Information** tab, you must first login.

This set of instructions will guide you through the steps to add **Direct Deposit** to your **RoyaltyDirect** account:



From the Home page, select **Banking Information**

The screenshot displays the RoyaltyDirect website interface. At the top, there is a dark blue header with the text "RoyaltyDirect" and "PEARSON". Below the header, there are navigation links: "Home", "My Profile", "My Account", "Messages", and "Logout". The "My Account" dropdown menu is open, showing three options: "Add Registration Code", "Delivery Preference", and "Banking Information". A red box with the text "Select Banking Information" and a red arrow points to the "Banking Information" option. On the left side of the page, there are three main sections: "Your Information" (containing user account information), "Message Center", and "Help Center". The main content area on the right contains a welcome message and several informational paragraphs about account services, statements, profiles, and messages.

RoyaltyDirect

PEARSON

Home My Profile My Account Messages Logout

Select Banking Information

Add Registration Code
Delivery Preference
Banking Information

Your Information

User Account Information

RoyaltyDirect Account: 100125
Name: Keri Ben-Zvi
Email: keri.goldberg@pearson.com

Message Center

Help Center

Tutorial
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RoyaltyDirect supported browsers include Firefox 3.0/4.0, Internet Explorer 7.0/8.0 and Safari.

Welcome to RoyaltyDirect account services!

By clicking the above menu you can access various features available on the site:

My Statement allows you to access your most recent, plus prior e-Statements. You can search, view and print your Royalty e-Statements in PDF format.

My Profile allows you to maintain your online account information. You can also select a new password here.

My Account allows you to manage your account information. Here you are able to change your statement delivery preference and choose to Go PAPERLESS! This is a SECURE and CONVENIENT way to receive your Royalty Statement each period. Additional features will include enrolling in Direct Deposit, as well as updating your address and banking information (Coming Soon). You can also link additional registration codes to your account.

Message Center provides you access to view messages received in the last 18 months.

Home | About Us | Contact Us | FAQ's | Site Map | Help



The **Banking Information** page appears. Your current payment method appears. In this case, since none of the banking information is yet filled out in the table, this recipient is being paid by Check.

In order to add Direct Deposit to your account, click **REQUEST CHANGE**.

RoyaltyDirect

PEARSON Home Statements My Profile My Account Messages Logout

Your Information

User Account Information
RoyaltyDirect Account: 100125
Name: Keri Ben-Zvi
Email: keri.goldberg@pearson.com

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Banking Information

Eliminate checks and have your earnings deposited directly into your US bank account!

Update your banking information by providing to us your US bank account details, including account type, account number and bank routing number. We will process your request and let you know when your banking details have been successfully updated in our system. You will continue to receive checks until we have confirmed that your account has been updated for Direct Deposit.

Please Note: If you are already signed up for either Direct Deposit or Wire Transfer, there is no need to make any changes. Your preferences will remain on file and your deposits will continue to be made as they are today.

*If you have multiple registration codes linked to your account, you will need to update each registration code individually.

This feature is not available for foreign accounts.

REQUEST CHANGE

Recipient Number	Status	Recipient Address	Bank Name	Account Type	Ac Nu
C00082665	Active	Jon Smith			

Click **REQUEST CHANGE**

3

A Banking Information window appears which indicates your Current Payment Method, and the area to Request a Change.

Enter your ACCOUNT TYPE, BANK ACCOUNT NAME, BANK ACCOUNT NUMBER and your ROUTING NUMBER. Then click VALIDATE ROUTING NO.

The screenshot shows a web form titled "NEW BANK INFORMATION" with a "Request Change" section. A callout box labeled "A" points to the "Request Change" section. A callout box labeled "B" points to the "Validate Routing No" button. The form includes fields for Recipient Number, Account Type, Name on Bank Account, Bank Account Number, and Routing Number. Below these fields is a sample check from Bank of America with callouts identifying the ABA Check Routing Number, Account Number, Check Number, and ACH Routing/Transit Number.

A

Enter your NEW BANK INFORMATION

feature is not available for foreign accounts

Request Change

Recipient Number : C00082665

Account Type* : Checking

Name on Bank Account* : Jon Smith

Bank Account Number* : 123456789

Routing Number* : 021000089

Current Payment Method

Recipient No C00082665

Payment Method CHECK

Your Name 1234 Oak Anytown, USA 1001

PAY TO THE ORDER OF \$ 20 DOLLARS

Bank of America

ACH R/T 123456789

FOR

ABA Check Routing Number 021000089

Account Number 123456789

Check Number 1001

ACH Routing/Transit Number 123456789

Validate Routing No Cancel

B

Click VALIDATE ROUTING



A Routing Number validation screen pops up. Select your main bank branch and click **DONE**.

Select Your Bank information

Recipient ID: Bank Account No: Account Owner Name:
Account Type: Routing No:

Select	Branch Name	Address	City	State	Zip	Phone Number
<input checked="" type="radio"/>	CITIBANK, NA	22-16 31ST ST	ASTORIA	NY	11105	718-545-4472
<input type="radio"/>	CITIBANK, NA	1800 WILLIAMSBR	BRONX	NY	10461	212-822-1700
<input type="radio"/>	CITIBANK, NA	168-48 HILLSIDE	JAMAICA	NY	11432	718-297-4800
<input type="radio"/>	CITIBANK, NA	189 MONTAGUE S	BROOKLYN	NY	11201	718-522-3374
<input type="radio"/>	CITIBANK, NA	133-07 ROCKAWA	SOUTH OZONE PA	NY	11420	718-529-2266
<input type="radio"/>	CITIBANK, NA	41-80 MAIN ST	FLUSHING	NY	11355	718-762-6434
<input type="radio"/>	CITIBANK, NA	85-15 QUEENS BL	ELMHURST	NY	11373	718-779-2492
<input type="radio"/>	CITIBANK, NA	66-26 METROPOLI	MIDDLE VILLAGE	NY	11379	718-821-1440
<input type="radio"/>	CITIBANK, NA	35-01 NORTHERN	LONG ISLAND CIT	NY	11101	718-937-6933
<input type="radio"/>	CITIBANK, NA	1205 NIAGARA FA	AMHERST	NY	14226-1152	716-837-1900
<input type="radio"/>	CITIBANK, NA	99 GARNSEY RD	PITTSFORD	NY	14534-4532	585-248-7500
<input type="radio"/>	CITIBANK, NA	1660 ELMWOOD A	ROCHESTER	NY	14620	585-473-9080
<input type="radio"/>	CITIBANK, NA	625 PANORAMA T	ROCHESTER	NY	14625-2429	585-586-1872

If you do not find your branch listed above, please select the main branch.
Main Branch: CITIGROUP, INC,1 COURT SQ, LONG ISLAND CITY, NY, 11120, Tel: 718-248-2008, Fax: 718-472-3414

Click
DONE

5

The Requested Change populates on the right side of the screen. If the change is correctly captured, click **SAVE**. Otherwise, click **CANCEL**.

Please Note: This feature is not available for foreign accounts

Current Payment Method	Request Change
Recipient No: C00082665	Recipient Number: C00082665
Payment Method: CHECK	Account Type*: Checking
	Name on Bank Account*: Jon Smith
	Bank Account Number*: 123456789
	Routing Number*: 021000089
	Bank Address: 22-16 31ST ST
	Bank City: ASTORIA
	Bank State: NY
	Zip Code: 11105
	Bank Phone Number: 718-545-4472
	Bank fax Number: 718-545-4289

Click **SAVE**

Save Cancel

Confirm **SAVE** by clicking **YES**.

Confirm Save

Are you sure you want to save changes?

Click **YES**

Yes No



The Requested Change populates in the Banking Information table as **PENDING**.

An email is sent to the account holder alerting them to the Pending change.

Recipient Number	Status	Recipient Address	Bank Name	Account Type	Account Number	Routing Number	Request Type
C00082665	Pending	Jon Smith	CITIBANK, NA	Checking	123456789	021000089	Bank

Banking Information Request

RoyaltyDirect@pearson.com

Sent: Wed 11/9/2011 10:51 AM

To: Goldberg, Keri (Ben-Zvi)

Based on your recent online request, banking / payment method details have been updated. This update is pending in our system, and you are still able to make changes to this request. You will receive notification, within the next 24 hours, once your request has been locked and changes are no longer accepted.

IMPORTANT: If you did not initiate this contact, please alert your administrator immediately. This e-mail has been sent from an automated system. PLEASE DO NOT REPLY.

This message and any attachments are intended only for the use of the addressee and may contain information that is privileged and confidential. If the reader of the message is not the intended recipient or an authorized representative of the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, notify the sender immediately and delete the message and any attachments from your system.



The change is sent to the Royalty System and the Status is changed to **LOCKED**. Once the change is updated in the system, the Status changes to **ACTIVE**. Your next payment will be sent to you via electronic banking.

An email is sent to the account holder alerting them of the status changes.