



Now manage your Direct Deposit online!!



Dockworker Self-Service Portal

Go to <https://selfservice.pmanet.org> or scan QR Code

1 Enroll for Dockworker Self-Service Portal

2 Log in to your account



Login

Welcome to the Dockworker Self-Service Portal.

Email *

Password *

[Forgot password?](#)

Dockworker Enrollment [Click here to get started!](#)

Casual Applicant Enrollment [Click here to get started!](#)

Having trouble? Check out our [Frequently Asked Questions](#)

3 Set up and manage your Direct Deposit

1. Go to **Payroll**, then click **Direct Deposits**.

PMA Pacific Maritime Association

Payroll Training Reports/Docs Leave Request Setup

Search Checks

View Info

Direct Deposits



PMA Pacific Maritime Association user@gmail.com

Payroll Training Reports/Docs Leave Request Setup Sign-up Opportunities ? Help

Payroll Direct Deposits

Priority	Account Type	Account Number	Bank Name	Routing Number	Amount	Percent	Remainder of Pay	Edit	Delete
No records found.									

Update Priority Review and Confirm Discard Changes

WARNING! * It takes up to two weeks for changes to become effective. Any pay that exceeds your direct deposit deductions will be sent to you as a paper check. To avoid this, set up an account into which the remainder of pay is to be deposited.

SETTING UP DIRECT DEPOSIT

- Click . Complete the Direct Deposit form.
 - Enter your bank's **Routing Number** (9 digits)
 - Enter your bank's **Routing Number** (9 digits)
 - Bank Name** will autofill when correct routing number is entered above. (Will autofill)
 - Enter your **Account Number**
 - Enter your **Account Number**
 - Account Holder** name is auto filled.
 - Choose your **Account Type** - Checking or Savings.
 - Choose Deposit **Amount, Percentage, or Remainder of Pay**

Total percentage must not exceed 100%.

Does not include Remainder of Pay.

Remainder of Pay

If you have multiple accounts and a remainder of pay account, your remaining pay will be deposited into this account.

If you have multiple accounts set up and don't have a remainder of pay account, you will be issued a check for your remaining pay.

- Agree to the Terms and Conditions.
 - I agree to the [terms and conditions](#) for Direct Deposit.

Click the box to checkmark, then click when done.

- Click .
- Direct Deposit Enrollment and Authorization Form (PDF Viewer)
 - E-sign** form. Enter initials (2-3 characters)
 - Checkmark the **Certification**
 - Click **E-sign and Confirm**

Add an Account

Routing Number *

Confirm Routing Number *

Bank Name *

Account Number *

Confirm Account Number *

Account Holder *

Account Type * Checking Savings

Deposit Setup * Amount Percentage Remainder of Pay

Terms and Conditions * I agree to the [terms and conditions](#) for Direct Deposit.

Information saved. This account has been designated as your Remainder of Pay account.

Priority	Account Type	Account Number	Bank Name	Routing Number	Amount	Percent	Remainder of Pay	Edit	Delete
1	Checking	*****	ILWU FEDERAL CREDIT UNION		\$0.00	100%	Yes		

Update Priority Review and Confirm Discard Changes

ATTENTION! * Confirm your changes and e-sign to submit Direct Deposit changes. If changes are not confirmed then they will not be saved.

PDF Viewer

PMA PACIFIC MARITIME ASSOCIATION DIRECT DEPOSIT ENROLLMENT AND AUTHORIZATION FORM

Employee Name: Payroll Number: 123456

Changes you made in this payroll week:

Bank Name	Routing/Transit #	Account #	Type	Amount	Percent	Payee	Status
1 ILWU FEDERAL CREDIT UNION		*****	Checking	\$0.00	100%	User Name	New

Your final direct deposit summary:

Bank Name	Routing/Transit #	Account #	Type	Amount	Percent	Payee
1 ILWU FEDERAL CREDIT UNION		*****	Checking	\$0.00	100%	User Name

Remember: It takes up to two weeks for changes to become effective. Any pay that exceeds your direct deposit deductions will be sent to you as a paper check.

Certification: By clicking in this checkbox, I certify that I have reviewed the information in this document and confirm it to be complete and accurate.

E-sign Enter initials here

EDITING DIRECT DEPOSIT

Click  to edit your direct deposit. Be sure to **Review and Confirm** for your changes to save.

Priority	Account Type	Account Number	Bank Name	Routing Number	Amount	Percent	Remainder of Pay	Edit	Delete
1	Savings	*****	JPMORGAN CHASE BANK, N.A.		\$0.00	25%	No		
2	Savings	*****	TACOMA LONGSHOREMEN CREDIT UNION		\$0.00	10%	No		
3	Checking	*****	ILWU FEDERAL CREDIT UNION		\$0.00	100%	Yes		

DELETING DIRECT DEPOSIT

Click  to delete your direct deposit. Be sure to **Review and Confirm** for your changes to save.

Priority	Account Type	Account Number	Bank Name	Routing Number	Amount	Percent	Remainder of Pay	Edit	Delete
1	Savings	*****	JPMORGAN CHASE BANK, N.A.		\$0.00	25%	No		
2	Savings	*****	TACOMA LONGSHOREMEN CREDIT UNION		\$0.00	10%	No		
3	Checking	*****	ILWU FEDERAL CREDIT UNION		\$0.00	100%	Yes		

CHANGING DIRECT DEPOSIT PRIORITY

The order in which your paycheck is deposited into your accounts can be changed simply by changing the priority number. Each account must have a unique priority number. The remainder of pay (100%) account is always the last priority.

- Click the priority number of the account you wish to change, then choose a new priority number from the picklist. Two accounts cannot be the same priority.  **Duplicated priorities or gaps in priority are not allowed.**

Priority	Account Type	Account Number	Bank Name	Routing Number	Amount	Percent	Remainder of Pay	Edit	Delete
1	Ch		BANK OF AMERICA, NA		\$0.00	25%	No		
2			TACOMA LONGSHOREMEN CREDIT UNION		\$0.00	10%	No		
3	Sav		JPMORGAN CHASE BANK, N.A.		\$0.00	25%	No		
4	Checking	*****	ILWU FEDERAL CREDIT UNION		\$0.00	100%	Yes		

Click on the priority # of the account you wish to change

Update Priority **Review and Confirm** **Discard Changes** **Add Direct Deposit**

- Click **Update Priority** when you have completed prioritizing your accounts.
- Click **Review and Confirm** to save the changes.
 - E-sign** form. Enter initials (2-3 characters)
 - Checkmark the **Certification**
 - Click **E-sign and Confirm**

DIRECT DEPOSIT ENROLLMENT AND AUTHORIZATION FORM – Review, Print and/or Save Form

A **Direct Deposit Enrollment and Authorization Form** is available for all confirmed direct deposit changes you made in Dockworker Self-Service.

Go to **Reports/Docs**, then click on **Documents**.

The document description will display as Direct Deposit with the date and time.

Click on the **Direct Deposit** document you wish to view.

Payroll Training **Reports/Docs** 1 Request Setup Sign-up Opportunities ? Help

Reports/Docs 2 Documents

Upload Documents/Claims

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Category	Year	Description	Date	Status
Miscellaneous Documents	2023	Direct Deposit (19-Aug-2024 17:52:59)	08/19/2024	Posted

PMA PACIFIC MARITIME ASSOCIATION
DIRECT DEPOSIT ENROLLMENT AND AUTHORIZATION FORM

Employee Name: User Name Payroll Number: 125456

Changes you made in this payroll week:

Bank Name	Routing/Transit #	Account #	Type	Amount	Percent	Payee	Status
TACOMA LONGSHOREMEN CREDIT UNION		*****	Savings	\$0.00	10%	User Name	New
JPMORGAN CHASE BANK, N.A.		*****	Savings	\$0.00	25%	User Name	New
ILWU FEDERAL CREDIT UNION		*****	Checking	\$0.00	100%	User Name	New
ILWU		*****	Savings	\$0.00	100%	User Name	Cancelled

Your final direct deposit summary:

Bank Name	Routing/Transit #	Account #	Type	Amount	Percent	Payee
TACOMA LONGSHOREMEN CREDIT UNION		*****	Savings	\$0.00	10%	User Name
JPMORGAN CHASE BANK, N.A.		*****	Savings	\$0.00	25%	User Name
ILWU FEDERAL CREDIT UNION		*****	Checking	\$0.00	100%	User Name

Direct deposit enrollment and authorization form
Page 2

3 UNION ***** Checking \$0.00 100% User Name

Reminder: It takes up to two weeks for changes to become effective. Any pay that exceeds your direct deposit deductions will be sent to you as a paper check. To avoid this, set up an account into which the remainder of pay is to be deposited.

Please make certain that all the information you provide is totally accurate. I hereby authorize all funds (including Vacation, Holiday, PTO) paid to me by Pacific Maritime Association to be deposited directly to the accounts identified above. In the event that any funds are erroneously deposited to any specified account, Pacific Maritime Association has the right to recover all erroneously deposited funds.

The agreement represented by this authorization remains in effect until further changes or by the death or legal incapacity of the payee.

I certify that I have reviewed the information in this document and confirm it to be complete and accurate.

Signature: User Name Date: 08/19/2024 11:27:30

You may print or save the Direct Deposit Enrollment and Authorization Form.