



## JETNET DIRECT DEPOSIT SET-UP

Please follow these instructions. The financial institution, account number, account type, and routing number can be found after these instructions. Thank you.

### **\*\*VERY IMPORTANT BANKING DATA\*\***

Please follow these instructions to complete the enrollment and set up Direct Deposit. Your account number and routing number are specific to you. If you need help setting up your direct deposit payment for your supplemental benefits, please call 833-228-5034 and ask a benefits counselor for assistance.

To begin:

1. Log in to JetNet – [www.newjetnet.aa.com](http://www.newjetnet.aa.com)
2. Select “**Pay Portal**” on the right-hand side of the page
3. Select “**Direct deposit**” on the right-hand side of the page
4. Select “**I agree**” to make your way through the authorization statement
5. Select “**Add account(s)**” if you are routing money to your supplemental policies via your paycheck for the first time. Select “**Edit account(s)**” to update existing routing information.

If adding an account:

6. Complete this portion using the specific routing information provided to you
7. Create an account nickname specific to your policies to help you remember when seeing the line item. (e.g., “Supplemental Insurance” etc.)
8. Add in a semi-monthly premium amount to be deducted
9. Confirm all information is correct and save and finish
10. Screenshot and save the final pages for confirmation

**Again, the account and routing information are specific to you**

***If you need help with setting up your direct deposit payment for your supplemental benefits, please call 833-228-5034 and ask a benefits counselor for assistance.***

***Please visit [www.apfaservice.com](http://www.apfaservice.com) for all policy details and billing information.***