



Step-by-step guide for entering direct deposit information in ADP GlobalView:

Step 1:

Associates should navigate Internet Explorer or Google Chrome to the Mosaic Landing page at: <http://apps.mosaic.com/>

Step 2:

Associates will log into the landing page with their Mosaic network credentials.

⚠ Before you can access Mosaic systems, you must first confirm your credentials and reset your password. To do this you will need the email that came from AskHR@acosta.com. It provides your User name/Employee ID and instructions for doing this. Depending on your hire date, it was delivered on or after December 17, 2018.

❓ If you cannot locate the email, contact AskHR using the information below to request your credentials. Please allow up to 48 hours for new hires to receive their credentials email from AskHR@acosta.com.

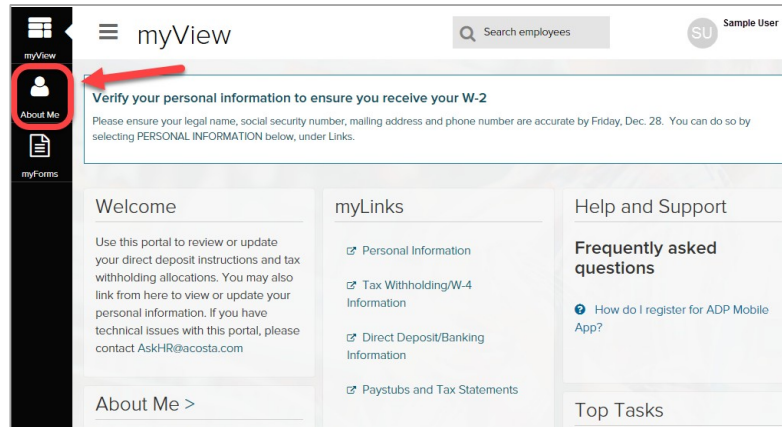
Step 3:

Click on the ADP GlobalView icon.



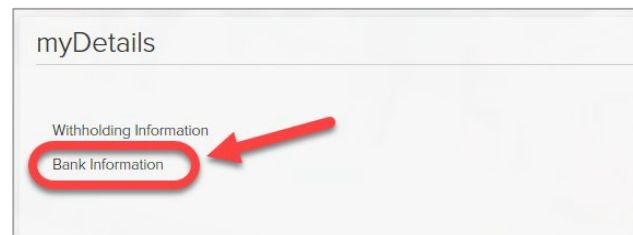
Step 4:

When the GlobalView site opens, you will land on the “myView” page, shown below. Click on the “About Me” icon in the left page menu.






Step 5:


Scroll down to the “my Details section and click on “Bank Information”.



Step 6:

Click the “ADD” button to begin adding your bank account or deposit card information. When complete, click “SAVE” in the bottom right corner of the page.

-  Choose from “Main bank”, “Travel Expenses”, or “Other bank” when adding your information. “Main bank” will be used for payroll direct deposits and “Travel expenses” will be used to reimburse you for expenses. If you want “Main bank” account used for payroll and expense reimbursement, you only need to add your information once under “Main bank”.
-  Double check your Routing Number and Account Number to ensure your money goes where you want it to go. And for “Payment Method”, choose “Bank transfer (ACH PPD)”.
-  If the account you are selecting is a Pay Card, check the Pay Card box at the bottom of the form.

 For additional support, please contact:

US Associates - Telephone: 877-992-7547 Email: askhr@acosta.com

Canada Associates - Email: CAN-HumanResources@mosaic.com