

# Instructions for setting up a direct deposit or partial direct deposit into a new CCB account:

Cornerstone Capital Bank, SSB | 1177 West Loop South Suite 700 Houston, TX 77027

1. Go to [houseloan.ultipro.com](https://houseloan.ultipro.com).
2. Select the **Myself** tab in the top left.
3. Scroll down in the left menu and click **Direct Deposit** under the **Pay** section.
4. Click **Add** in upper right corner.
5. Complete the following fields:
  - **Description:** e.g, "Savings, Payroll, etc."
  - **Bank Description:** e.g. "CCB, Cornerstone, etc."
  - **Routing Number:** 111326275
  - **Account Number:** Enter the Applicable CCB savings or money market account number.
  - **Account type:** Checking (MMDA) or Savings (High Yield Savings)
  - **Status:** Active
  - **Amount:** Select from the following options
    - Flat Amount
    - Percent Amount or
    - Available Balance
6. Then click the "Save" button.