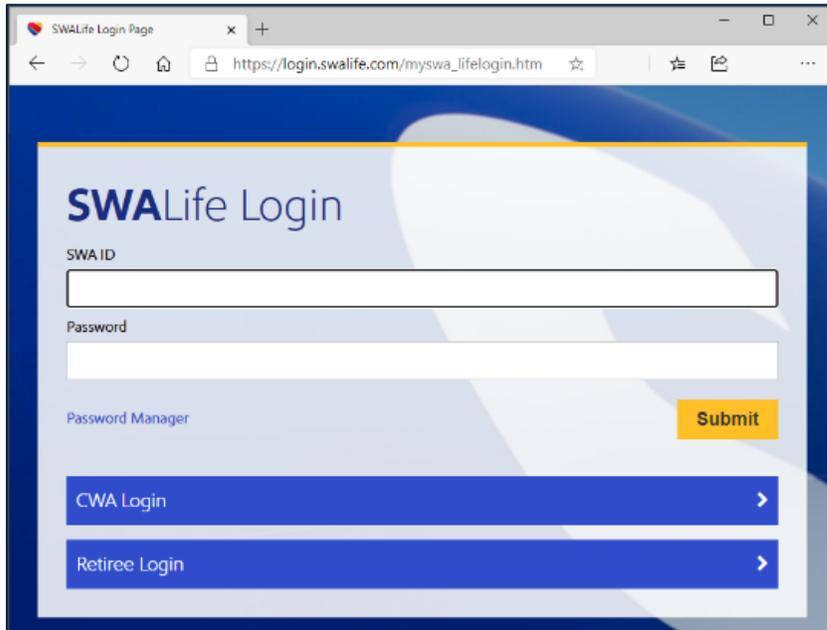


SWALife Procedures

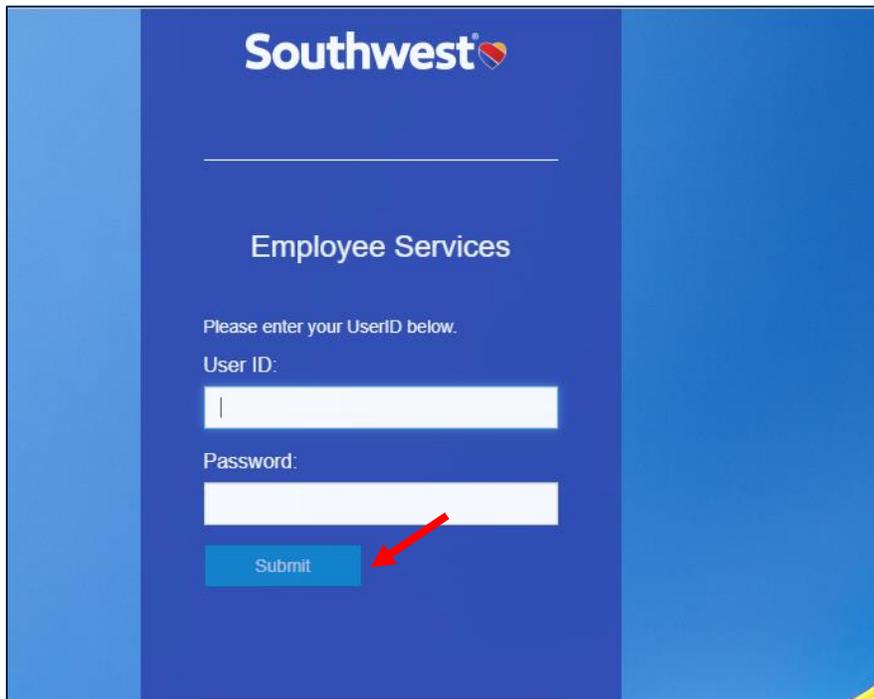
1. Log into SWALife.



2. Click Employee Services.

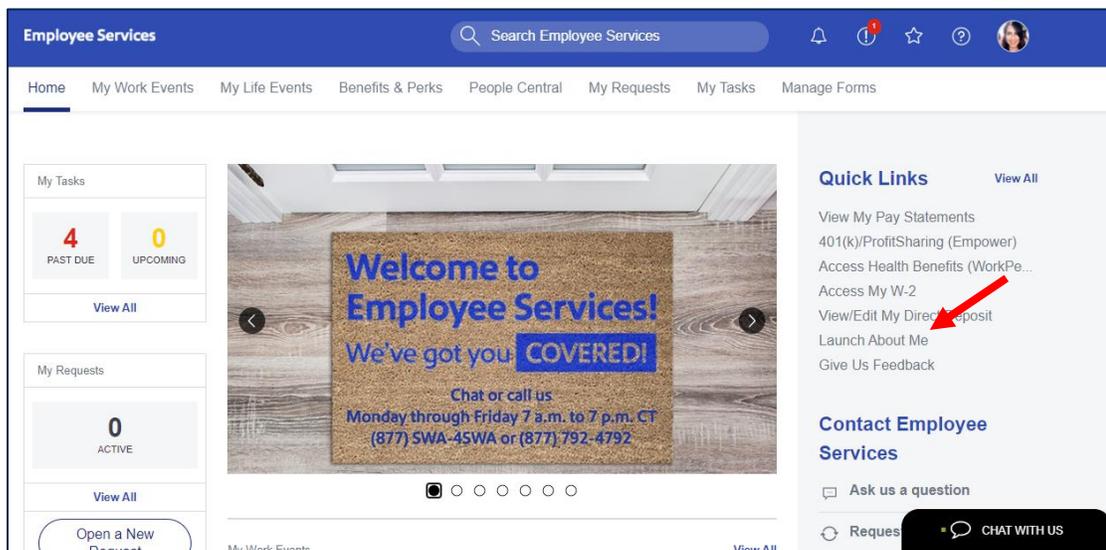


3. Enter SWA ID and Password and Select Submit.



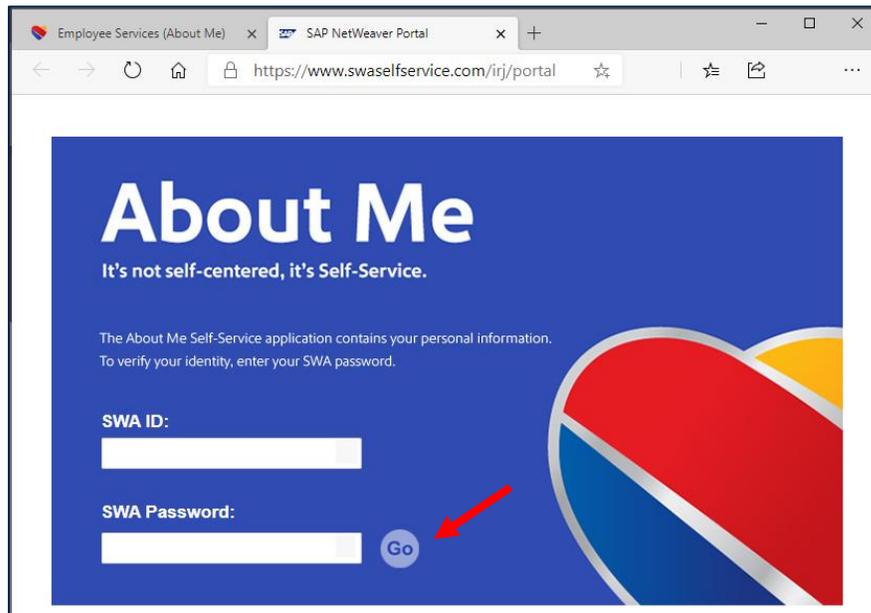
The image shows the Southwest Employee Services login page. At the top is the Southwest logo. Below it, the text "Employee Services" is centered. Underneath, it says "Please enter your UserID below." There are two input fields: "User ID:" and "Password:". Below the password field is a blue "Submit" button. A red arrow points to the "Submit" button.

4. Click Launch About Me.

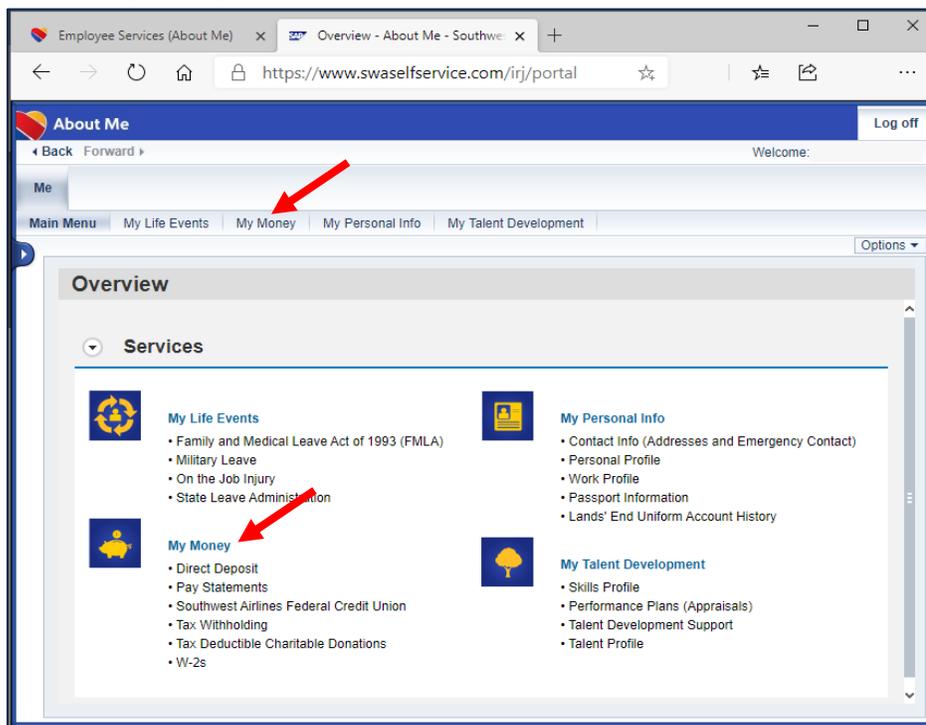


The image shows the Southwest Employee Services dashboard. At the top is a navigation bar with "Employee Services" and a search bar. Below the navigation bar are several menu items: Home, My Work Events, My Life Events, Benefits & Perks, People Central, My Requests, My Tasks, and Manage Forms. The main content area is divided into three sections. On the left, there are "My Tasks" (4 PAST DUE, 0 UPCOMING) and "My Requests" (0 ACTIVE). In the center is a large banner that says "Welcome to Employee Services! We've got you COVERED!" and provides contact information: "Chat or call us Monday through Friday 7 a.m. to 7 p.m. CT (877) SWA-4SWA or (877) 792-4792". On the right, there is a "Quick Links" section with a "View All" link. The "Quick Links" list includes: "View My Pay Statements", "401(k)/ProfitSharing (Empower)", "Access Health Benefits (WorkPe...", "Access My W-2", "View/Edit My Direct Deposit" (highlighted with a red arrow), "Launch About Me", and "Give Us Feedback". Below the "Quick Links" is a "Contact Employee Services" section with a "CHAT WITH US" button.

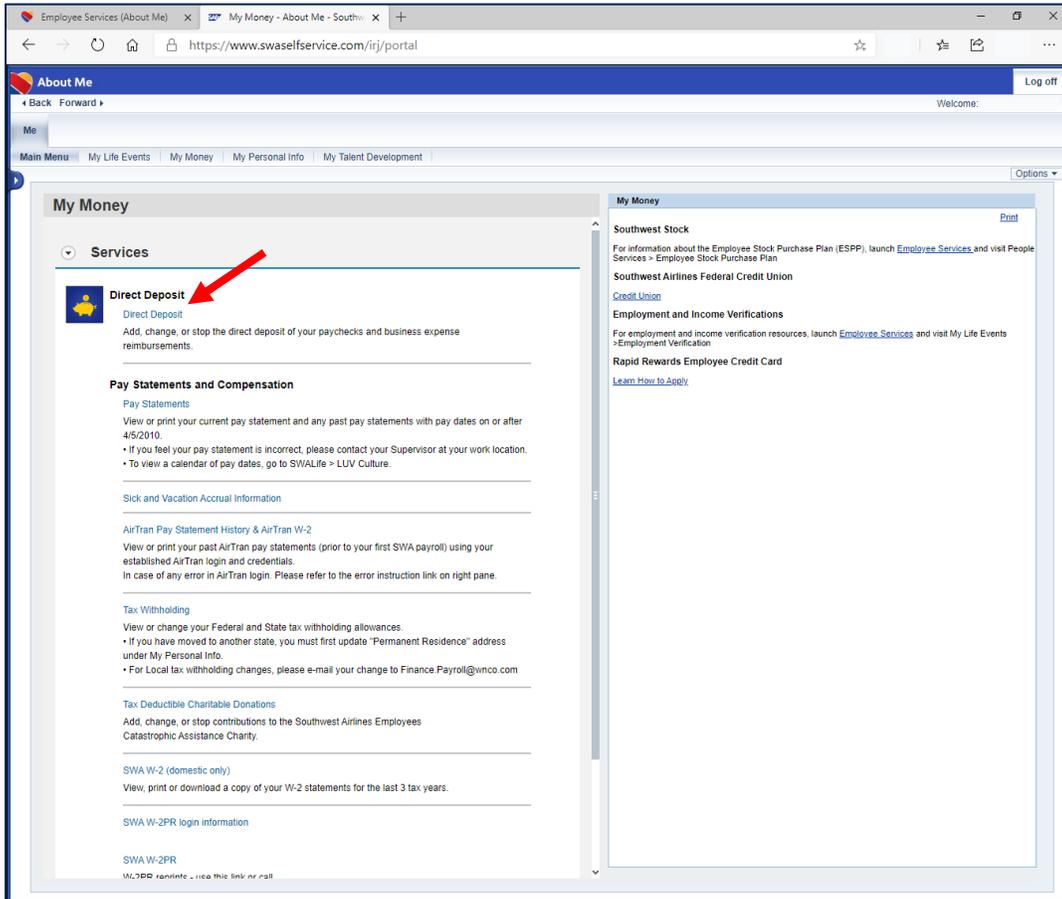
5. Enter SWA ID and Password and select Go.



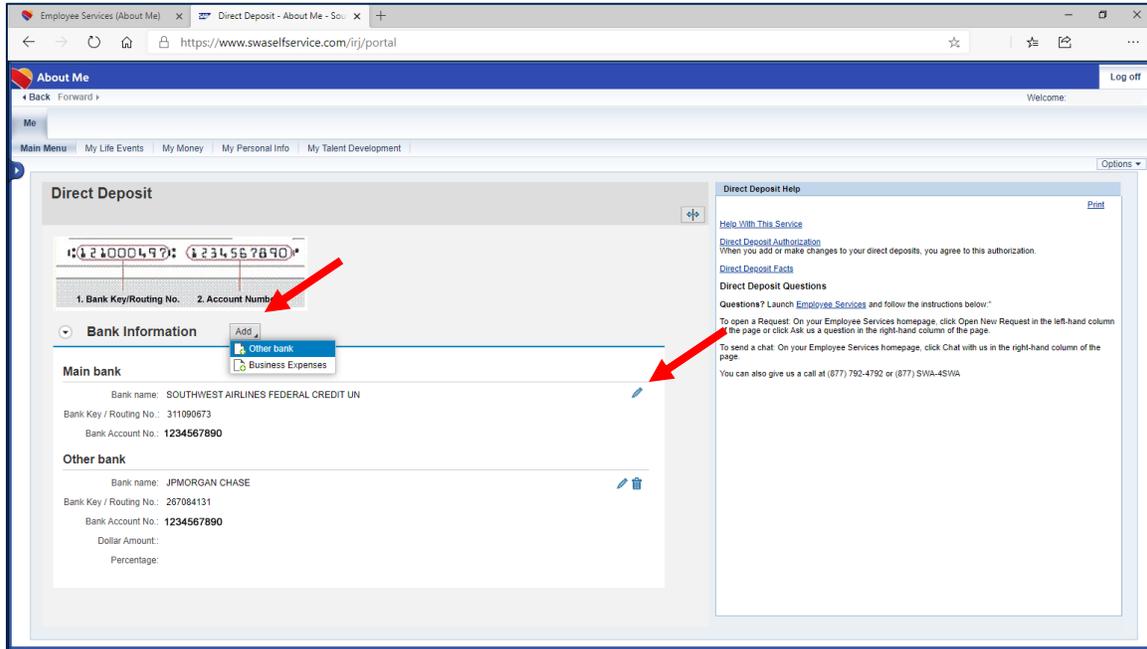
6. Click on My Money.



7. Click on Direct Deposit link.



8. Edit Existing Direct Deposit or Add New Direct Deposit



9. Complete all the fields and Save. Select Direct Deposit as the Payment Method.

