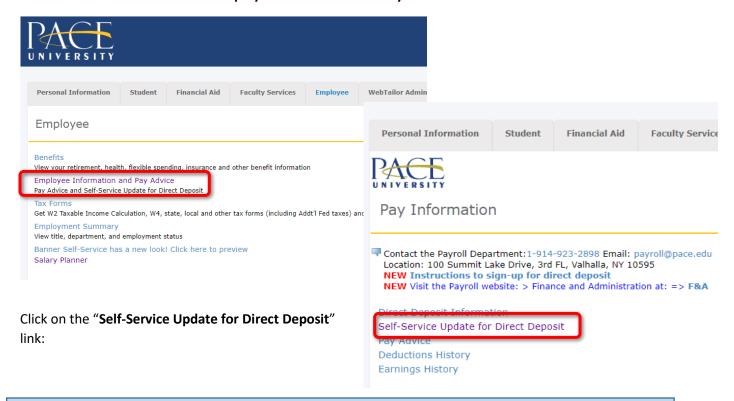
Enrolling in Direct Deposit for Accounts Payable

Please follow the below instructions to enroll in direct deposit for reimbursements issued through the Accounts Payable department.

Step 1: Login to Pace Portal

Under the Staff tab click on the "Employee Information and Pay Advice" link:



Step 2: Enter your Direct Deposit Information

To setup your direct deposit for both Payroll and Accounts Payable check off both the "Payroll Deposit" and "Accounts Payable Deposit" boxes. Then click "Save."

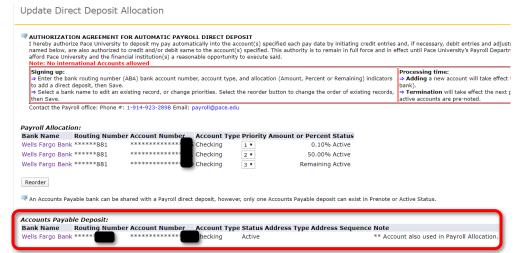
* - indicates a required field.	
Add Allocation:	
Bank Routing Number: *	
Account Number:*	
Active Account Number:*	(Re-enter any one of the active account numbers from above.)
Account Type: Saving ▼	
Remaining Amount:	
Amount or Percent:	Percent ▼
Payroll Deposit: Accounts Payable Deposit:	
Save	
	<u>Direct Deposit Allocation</u>

To Update Direct Deposit for AP

To make changes to your direct deposit account or to add a new account follow the below.

Step 1: Deactivate your current account

To add a new account, you must remove the Accounts
Payable checkmark from your current account. To do so click on the bank account currently used for Accounts Payable which is located under the "Accounts Payable Deposit" section. To open the account, click on the linked bank name.



<u>PLEASE NOTE: To make updates to your current account you MUST enter your current Active Account Number for verification.</u>



Step 2: Enter your Direct Deposit Information

If adding a brand new account, follow the instructions in Step 2 on page 1 to set up your new account.