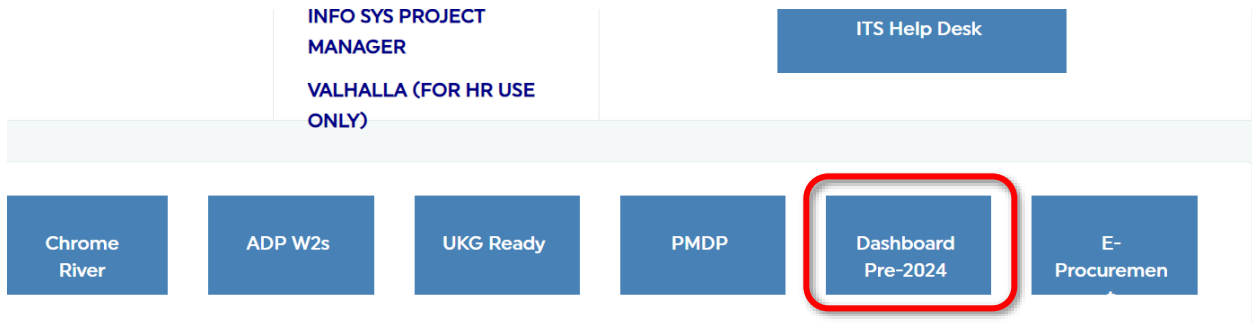


## How to Review and Setup Direct Deposit

Please follow the below instructions on how to review Direct Deposit information and setup an account for Accounts Payable reimbursements.

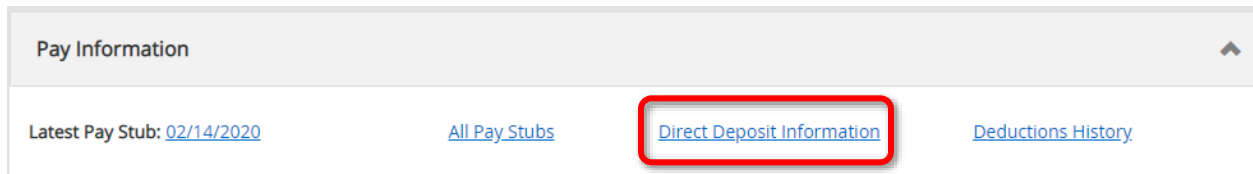
### Step 1: Go to the Dashboard Pre-2024

Login into **Portal** and go to the **Staff** tab. Then click on the **Dashboard Pre-2024** button at the top of the screen.



### Step 2: Go to Direct Deposit Information

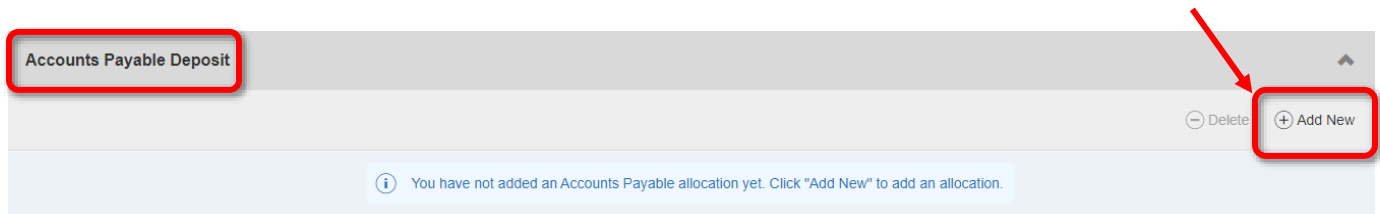
On the **Employee Dashboard** click **Direct Deposit Information**:



The Direct Deposit landing page will provide you with your current account information. Scroll down to the **Accounts Payable** section.

### Step 3: Add a New Account

To Add Direct Deposit for Accounts Payable, scroll to the bottom of the page to the **Accounts Payable Deposit** section and click on "Add New."



Select whether you are updating a current account allocation or creating a new account. **PLEASE NOTE:** Only **one** account can be selected for Accounts Payable use.

## Add Accounts Payable Deposit



Choose an option:

- ☐ Create from existing account information
- ☐ Create new

CANCEL

SAVE NEW DEPOSIT

If you select **Create New**, enter the following information:

- **Bank Routing Number**
- **Account Number**
- **Select Account Type**

## Add Accounts Payable Deposit



Choose an option:

- ☐ Create from existing account information
- ☒ Create new

Bank Routing Number



Account Number



Bank Routing Number

Account Number

Bank Name

Account Type

Select a Type



☐ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

CANCEL

SAVE NEW DEPOSIT

Select the checkbox at the bottom that states **“By checking this box, I authorize the institution to initialize direct credits or debits on my behalf.”** Then click **“Save New Deposit”** to complete the transaction.



By checking this box, I authorize the institution to initialize direct credits or debits on my behalf

CANCEL

SAVE NEW DEPOSIT

### Step 4: Update to an Existing Account

To update the allocation, select the bank account you would like to use from the dropdown menu. Click **“Save New Deposit”** to complete the transaction.

## Add Accounts Payable Deposit



Choose an option:

☒ Create from existing account information

☒ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

☐ Create new

CANCEL

SAVE NEW DEPOSIT

Select the checkbox at the bottom that states “**By checking this box, I authorize the institution to initialize direct credits or debits on my behalf.**” Then click “**Save Changes**” to complete the transaction.

☒ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Cancel Changes Save Changes

**PLEASE NOTE:** Whenever your Direct Deposit account is updated, you will receive the email notifying you of those updates. If you receive this email and **DID NOT** make any recent updates to your account notify [Payroll@pace.edu](mailto:Payroll@pace.edu) immediately.

**Hello Minnie Mouse**

Recent Changes have been made to your direct deposit information. The change was made at 16-APR-2020 15:34:38. If you did not initiate the change, please contact the payroll department as soon as possible at the appropriate locations below.

Thanks  
Payroll Department  
[payroll@pace.edu](mailto:payroll@pace.edu)

Follow the instructions above in Step 3 if adding a New Account. If using an existing account select “**Create from existing account information.**”