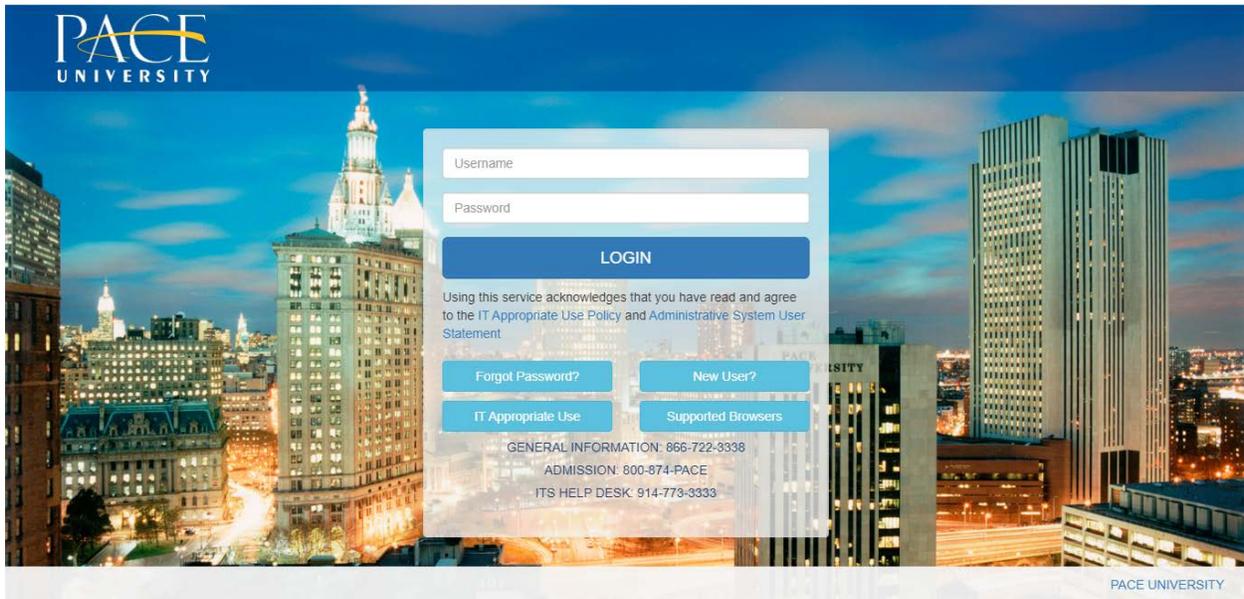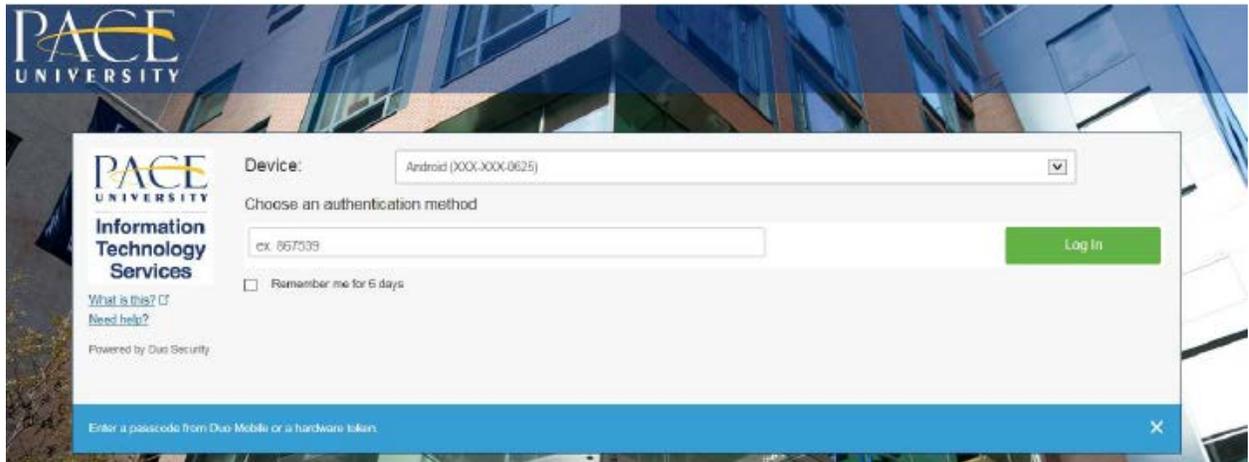<u>ADDING AN ADDITIONAL DEPOSIT ACCOUNT</u>

1. Log into MyPace Portal at <u>portal.pace.edu</u>

2. Select the appropriate device for Duo Multifactor Authentication (MFA), enter the 6-digit passcode from the Duo Mobile app, and click Log in


Pace University has implemented multifactor authentication (MFA) for the MyPace Portal to enhance the security of your account and the safety of your personal information. The new login procedure requires you to enter a 6-digit passcode which you retrieve from the Duo Mobile app installed on a secondary device (e.g. smartphone or tablet) in your possession. This will prevent anyone, but you, from accessing your account even if they know your password. Any Apple, Android, or Windows mobile device will work with the Duo Mobile app, which you need to download from your device's app store during the setup process.

For an overview of the setup process, please read our Duo MFA: Initial Setup for Protected Pace System article. If you do not own a smartphone or tablet, or if you have any questions, please contact the ITS Help Desk at (914) 773-3333 or pacehelpdesk@pace.edu for further assistance. If you're not enrolled in Duo MFA, when you try to log in to the MyPace Portal to retrieve your tax information, you'll be directed to start the Duo enrollment process by clicking the setup button below the login box. This will set up your account with this added layer of security.
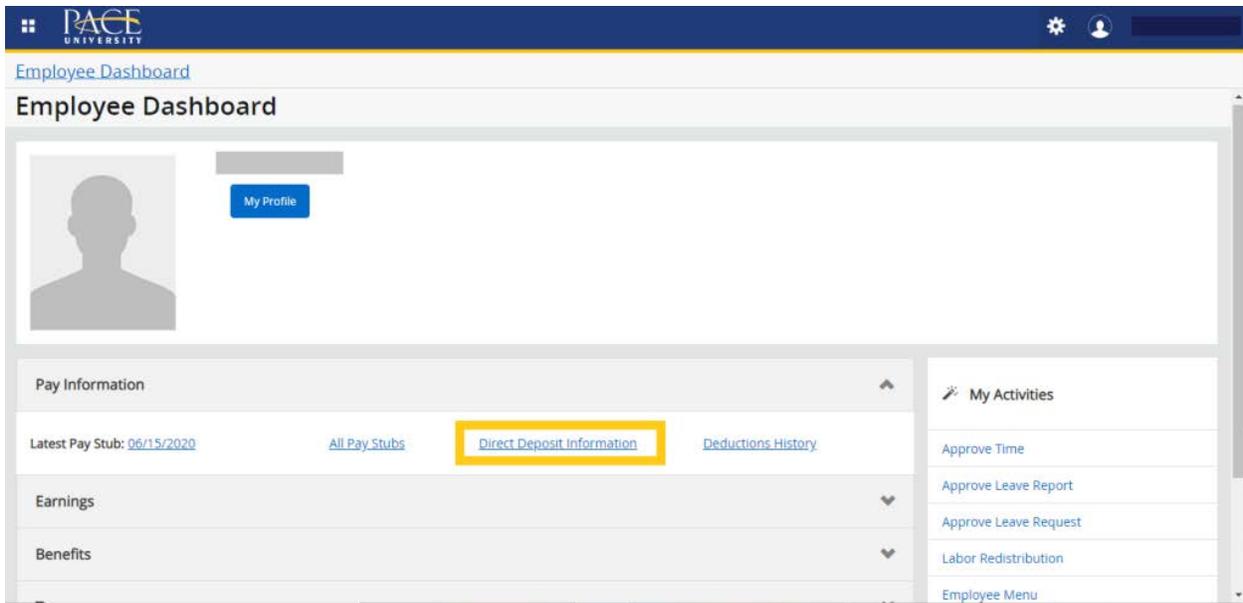
3. Click on the **Staff** tab on the left – this should be done for all employees including Faculty, Staff and Students.
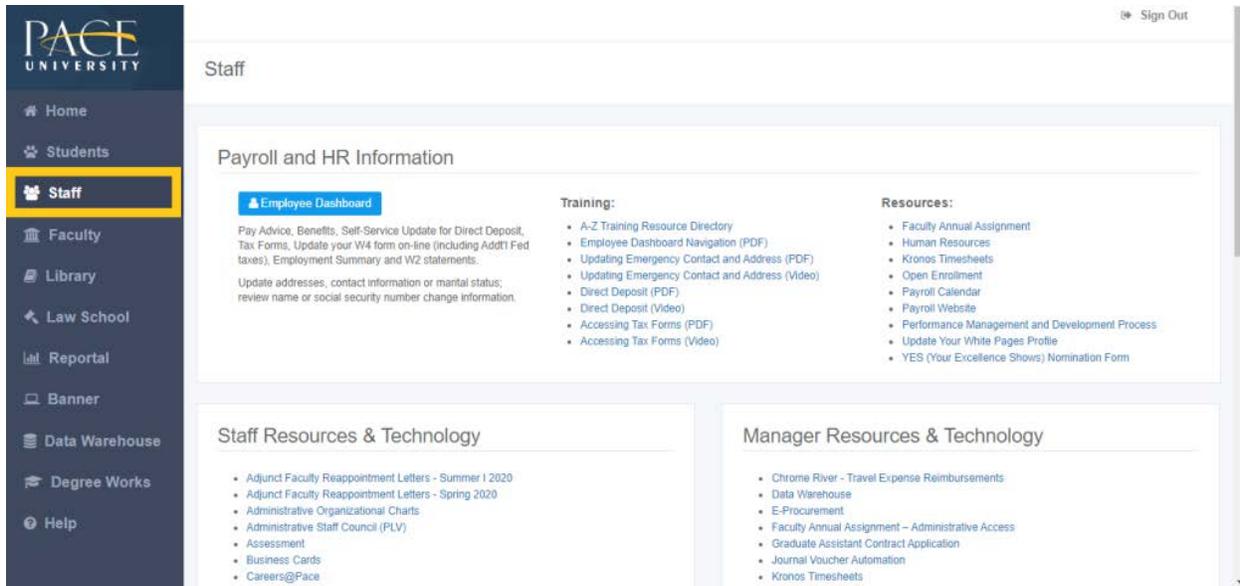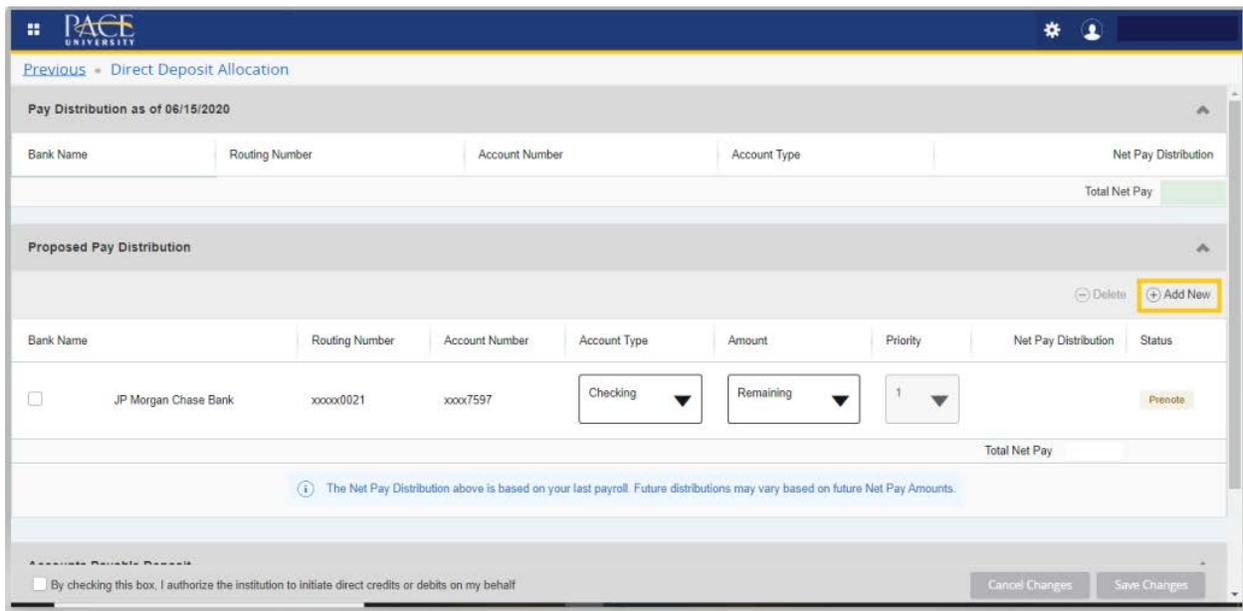

4. Select the blue button **Employee Dashboard**.
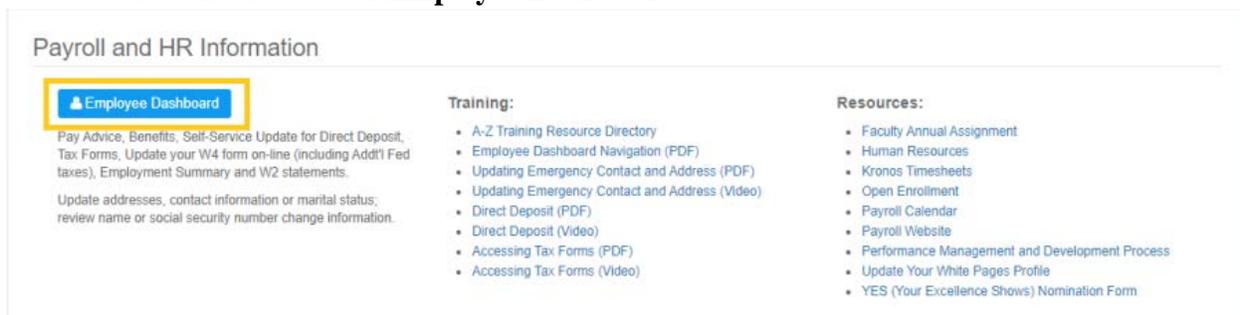
5. Select the **Pay Information** dropdown menu.
6. Select the **Direct Deposit Information** link.

7. Select **Add New** under **Purposed Pay Distribution**.

8. A pop up box will display, please enter the **Bank Routing Number**, **Account Number** and select the **Account Type** (Checking or Savings).

   Please Note: Notice how Priority is set as **2**, this occurs when you are adding an additional banking or savings account to your direct deposit account.

Banking Routing Number: *The 9 digits preceding your account number*

9. **Under Amount**, you have the following options to select for the additional account:
    1) Remaining Amount
    2) Specific Amount
    3) Percentage

Once you've determined the amount you would like to add to your new Savings or Checking account, please select **SAVE NEW DEPOSIT**.

For example, the below image illustrates allocating 50 % of your check to go to your new Savings account by entering the number 50 in the textbox provided.

Add Payroll Allocation

Bank Routing Number ⓘ   **Account Number** ⓘ   **Account Type**

Savings ▾

Amount   **Priority**

○ Use Remaining Amount

○ Use Specific Amount   2 ▾

● Use Percentage

50 %

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

CANCEL   SAVE NEW DEPOSIT

10. After you complete the amount section, select the checkbox and **SAVE NEW DEPOSIT**.

11. You should see a notification, **Saved Successfully** confirming the account has been added to your account.

⚙ 👤   **1**

✓ Saved Successfully
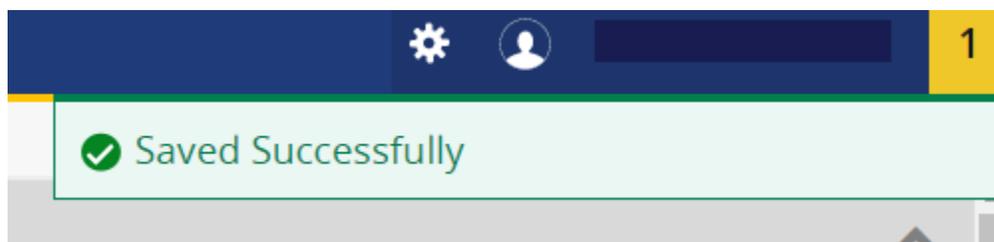
12. **Please Note:**

After adding the new Savings or Checking Account to your direct deposit, it will count it as **Priority 1** because it will first take out the amount you've indicated in **Amount percentage** and

then send the remaining amount to your second account, whether it's a Savings or Checking Account.

13. When signing up a direct deposit, *All new records will have a status of pre-note and will take effect the **next available pay period***.
    - **4 weeks timeframe during the pre-notification process with the bank**