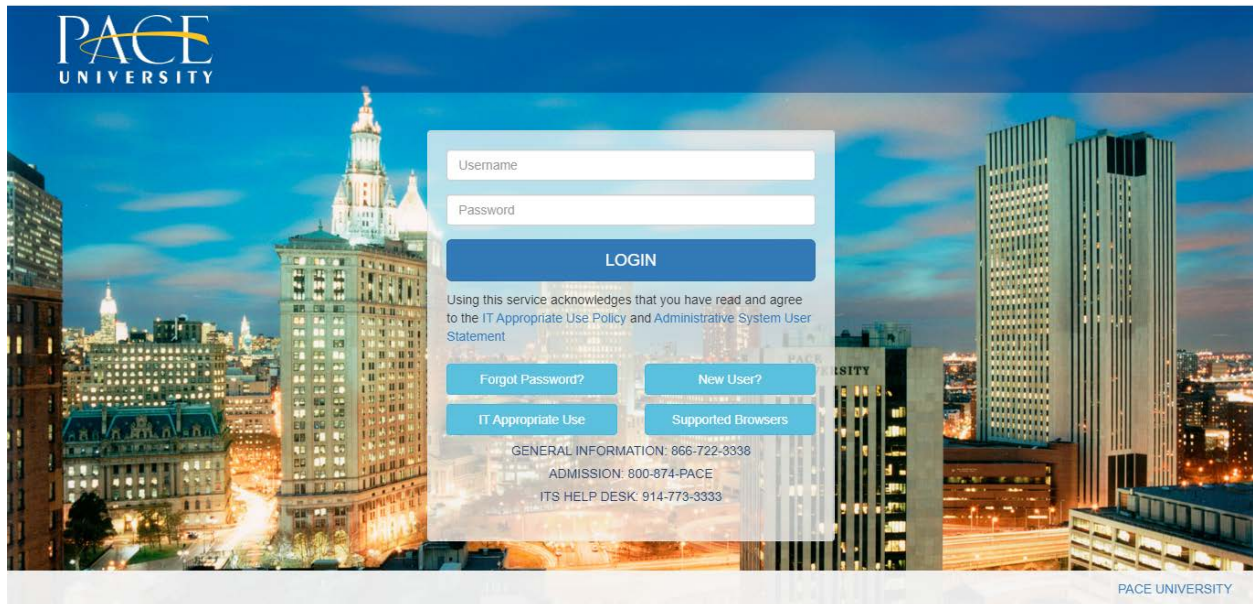
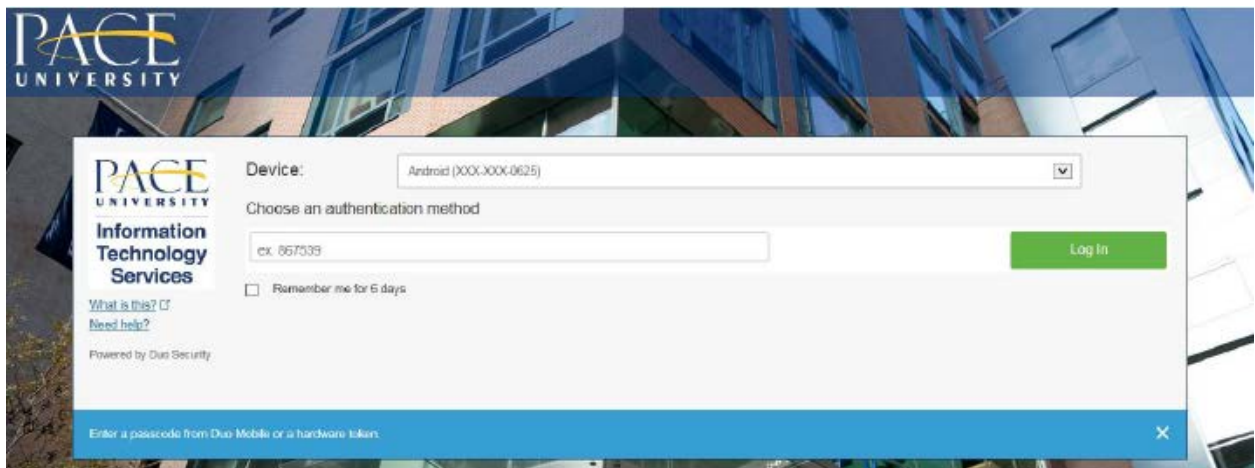


## DELETING DIRECT DEPOSIT ACCOUNT

1. Log into MyPace Portal at [portal.pace.edu](http://portal.pace.edu)



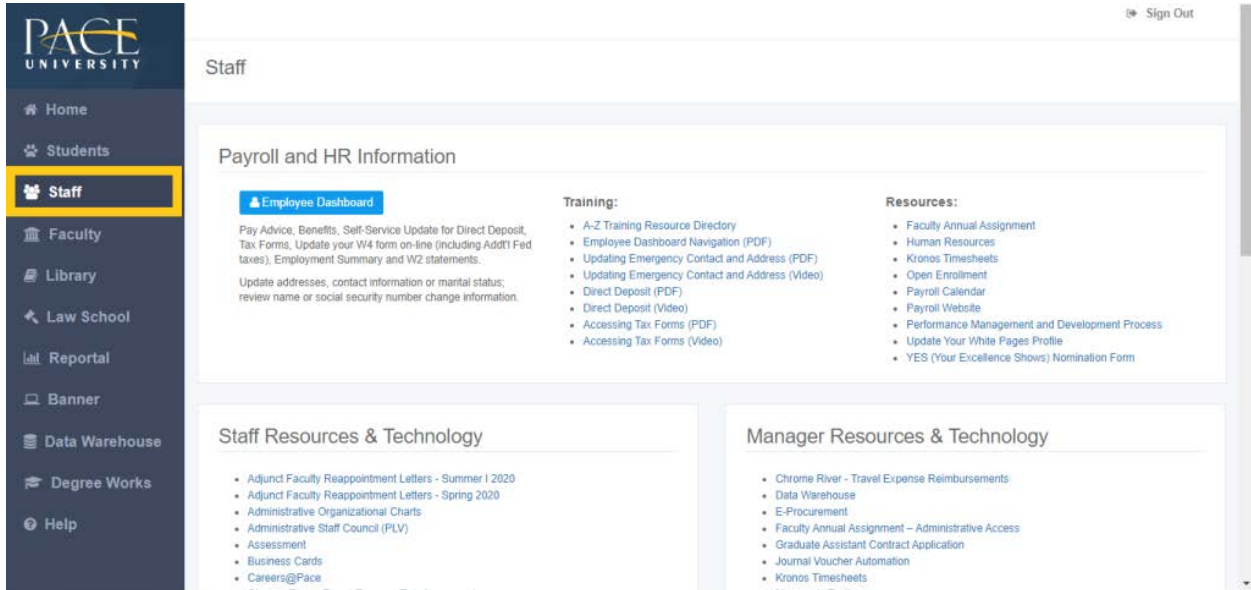
2. Select the appropriate device for Duo Multifactor Authentication (MFA), enter the 6-digit passcode from the Duo Mobile app, and click Log in



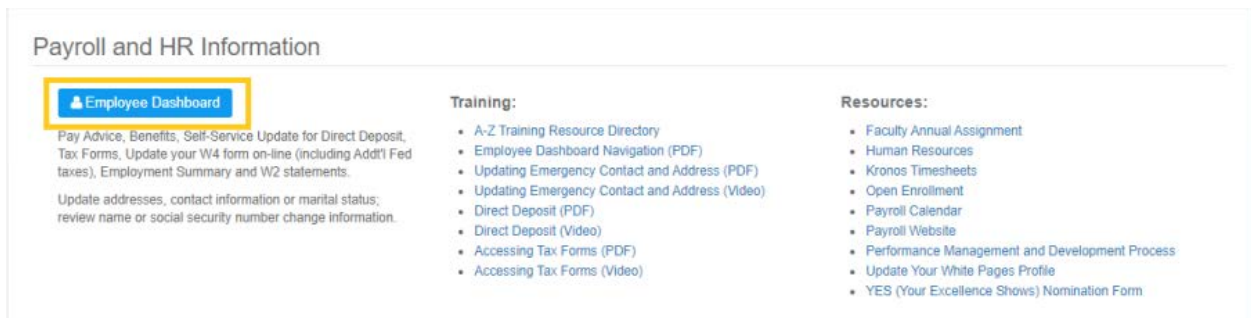
Pace University has implemented multifactor authentication (MFA) for the MyPace Portal to enhance the security of your account and the safety of your personal information. The new login procedure requires you to enter a 6-digit passcode which you retrieve from the Duo Mobile app installed on a secondary 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](mailto: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.

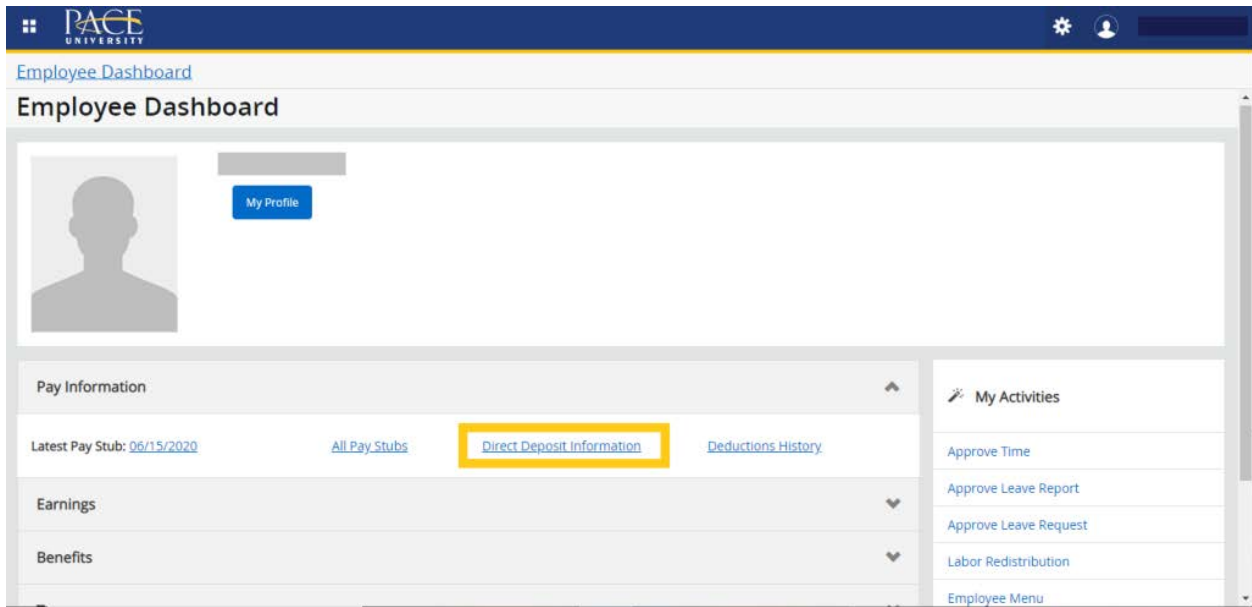
3. Click on the **Staff** tab on the left – this should be done for all employees including Faculty, Staff and Students.



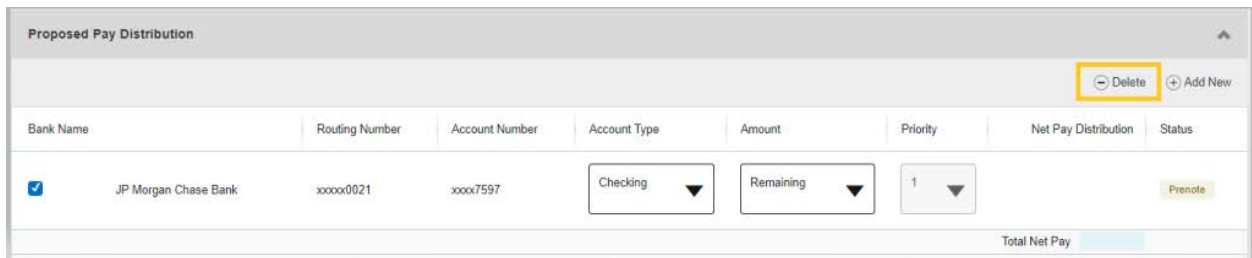
4. Select the blue button **Employee Dashboard**.



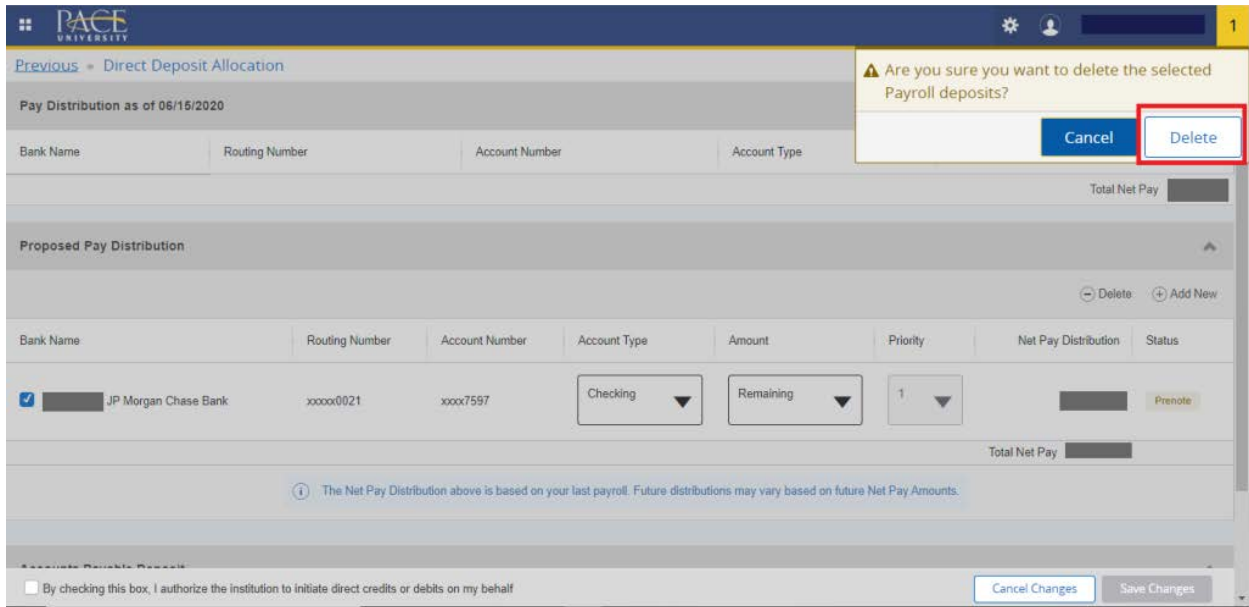
5. Select the **Pay Information** dropdown menu and select the **Direct Deposit Information** link.



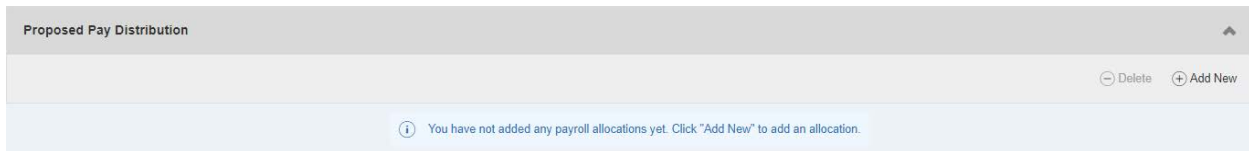
6. Select the checkbox next to the account you would like to delete and select **Delete** under **Purposed Pay Distribution**.



7. A notification should populate on the right-side, please select **Delete** button.



8. Once you select the **Delete** button, the system will update your profile. You should no longer see the account under **Proposed Pay Distribution**.



9. **Please note:**

Termination of an account will take effect the next pay period. The interim paycheck will be mailed to your Home (PR) address on file if active accounts are pre-noted.

\*Please note if the termination occurs during a live Payroll, your payment may be issued which will be mailed to the Home (PR) address on file.\*

