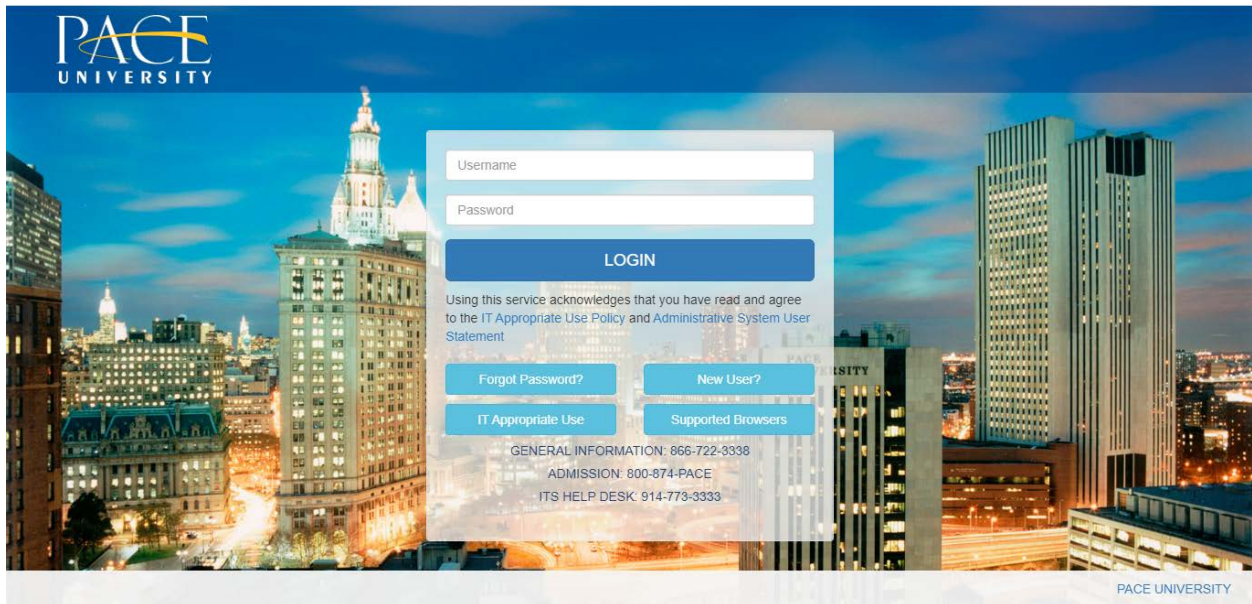
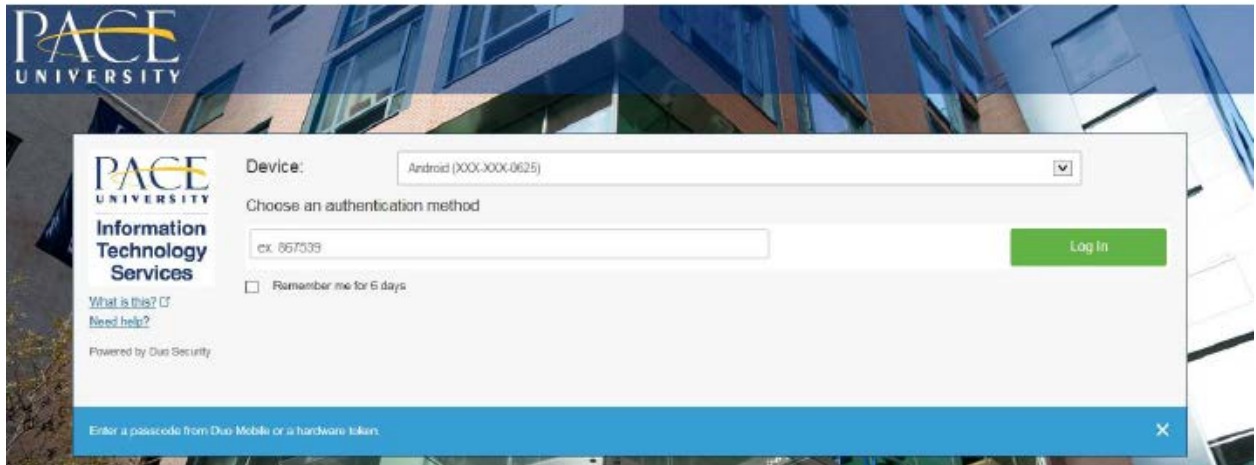


ADDING A NEW DIRECT DEPOSIT ACCOUNT

1. Log into MyPace Portal at portal.pace.edu



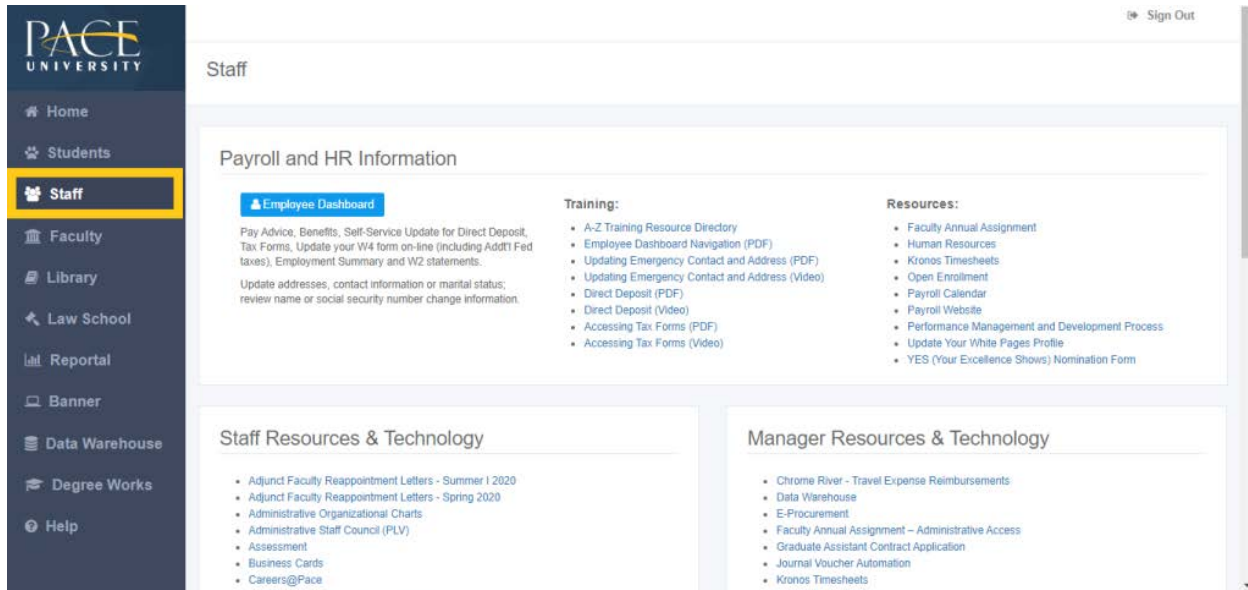
2. Select the appropriate device for Duo Multifactor Authentication (MFA), enter the 6-digit passcode from the Duo Mobile app, and click Log in



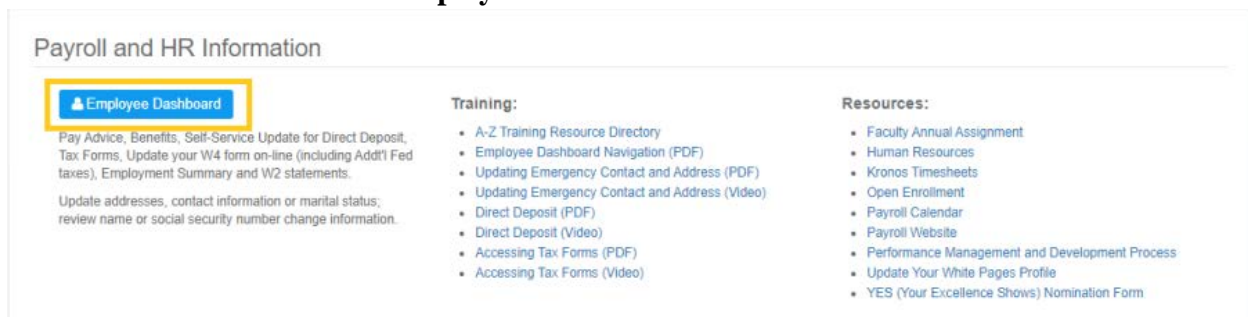
Pace University has implemented multifactor authentication (MFA) for the MyPace Portal to enhance the security of your account and the safety of your personal information. The new login procedure requires you to enter a 6-digit passcode which you retrieve from the Duo Mobile app installed on a secondary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

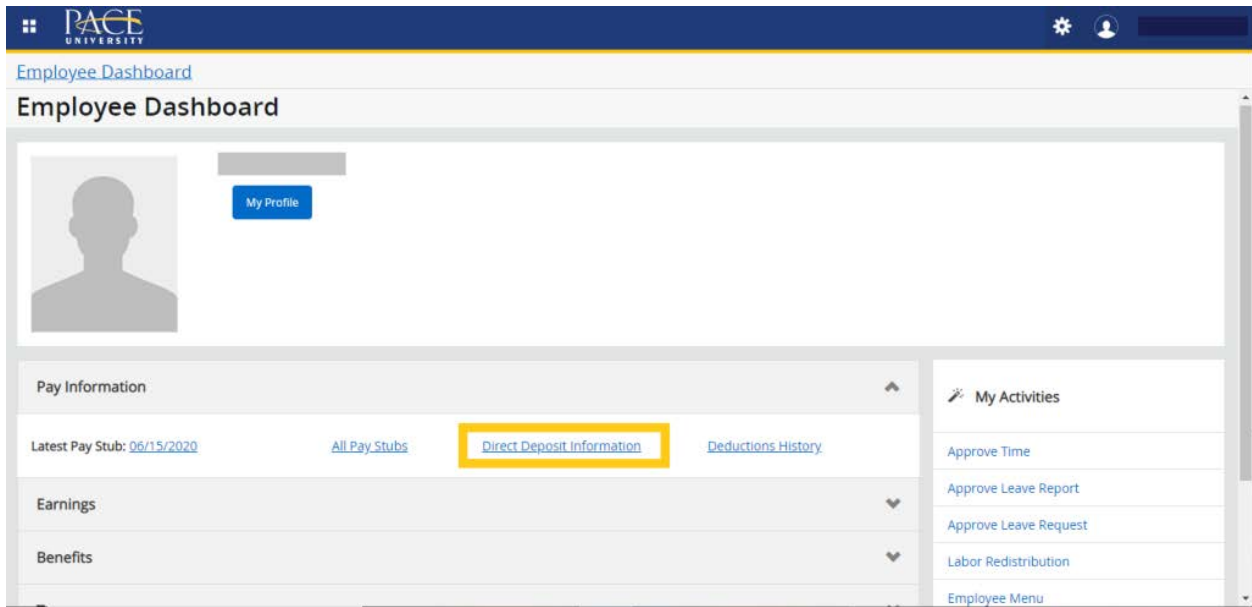
3. Click on the **Staff** tab on the left – this should be done for all employees including Faculty, Staff and Students.



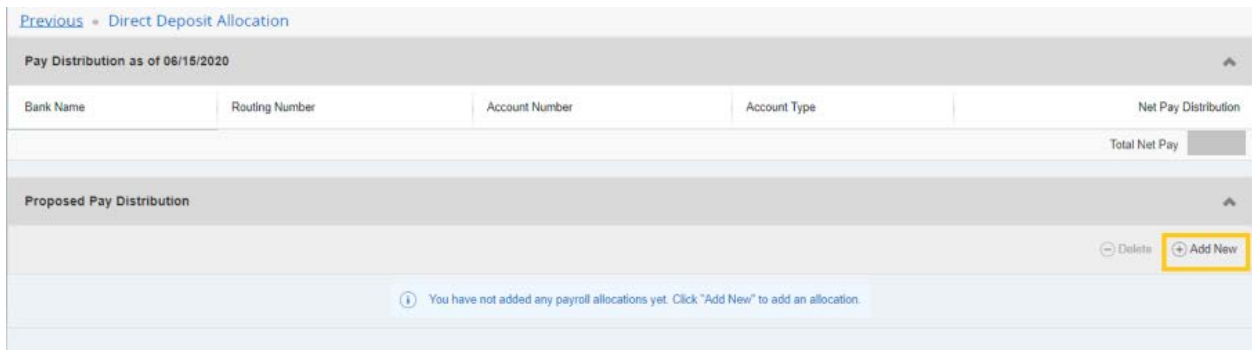
4. Select the blue button **Employee Dashboard**.



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).

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

Add Payroll Allocation ✕

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

Bank Routing Number Account Number Select a Type ▼

Amount **Priority**

Use Remaining Amount
 Use Specific Amount
 Use Percentage

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

CANCEL | SAVE NEW DEPOSIT

ⓘ You have not added an Accounts Payable allocation yet. Click "Add New" to add an allocation.

9. **Amount**, select **Use Percentage**.

For New Account set-up **MUST** enter 100 Percent allocation.

Add Payroll Allocation ✕

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

Account Number Checking ▼

Amount **Priority**

Use Remaining Amount
 Use Specific Amount
 Use Percentage

100 %

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

CANCEL | SAVE NEW DEPOSIT

10. Select the checkbox and **SAVE NEW DEPOSIT**.

Add Payroll Allocation [X]

Bank Routing Number ⓘ Account Number ⓘ Account Type

Checking ▾

Amount Priority

Use Remaining Amount

Use Specific Amount

Use Percentage

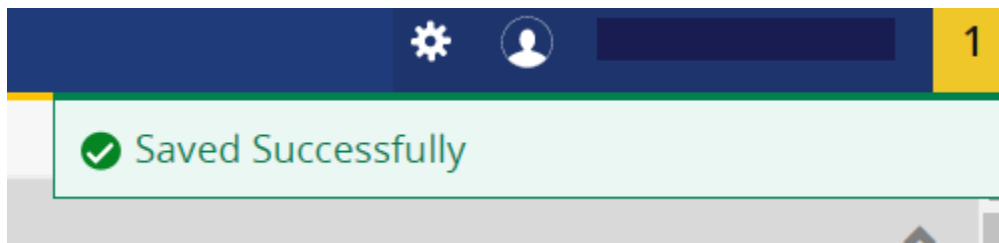
100 %

1 ▾

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

CANCEL | SAVE NEW DEPOSIT

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



12. 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**

[Previous](#) » Direct Deposit Allocation

✔ Saved Successfully

Pay Distribution as of 06/15/2020

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
				Total Net Pay

Proposed Pay Distribution

⊖ Delete ⊕ Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/>	JP Morgan Chase Bank	xxxx0021	xxxx7597	Checking ▼	Remaining ▼	1 ▼	Prenote
							Total Net Pay