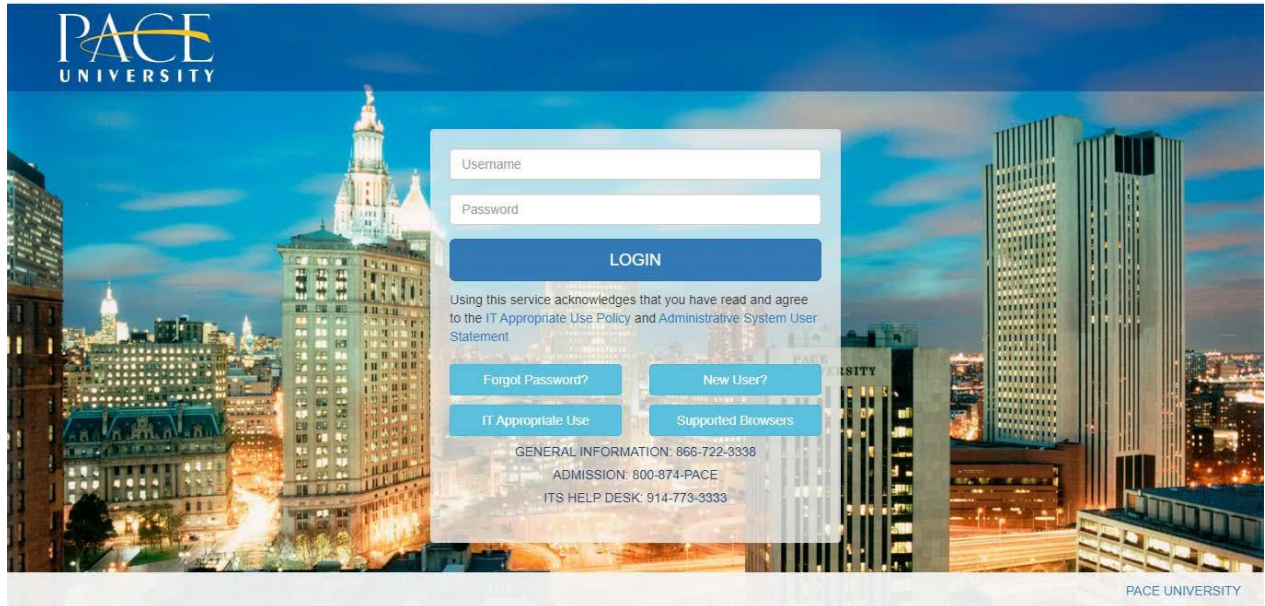
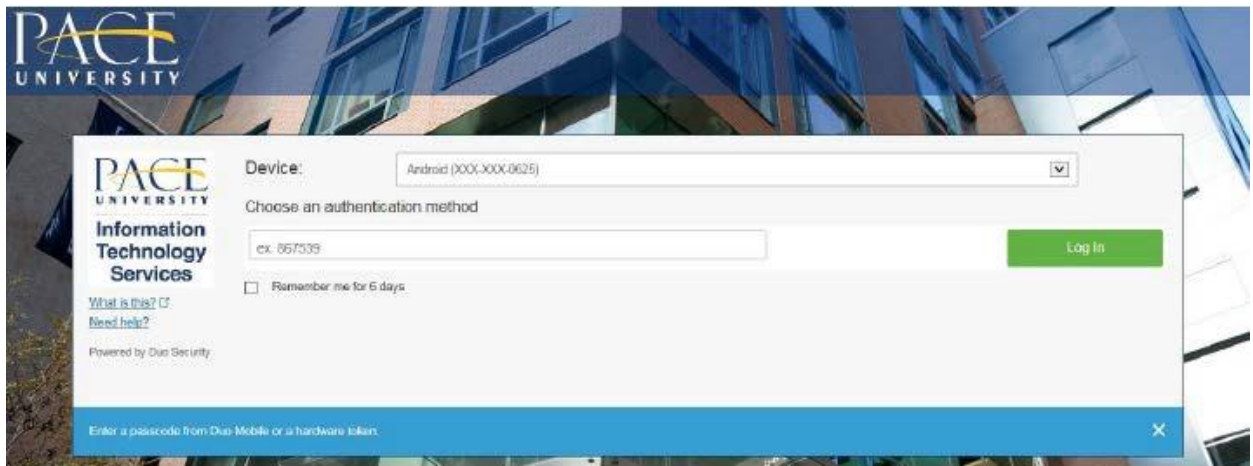


Manage Account(s) for Direct Deposit on the Pace Portal

1. Log into the Pace Portal at portal.pace.edu



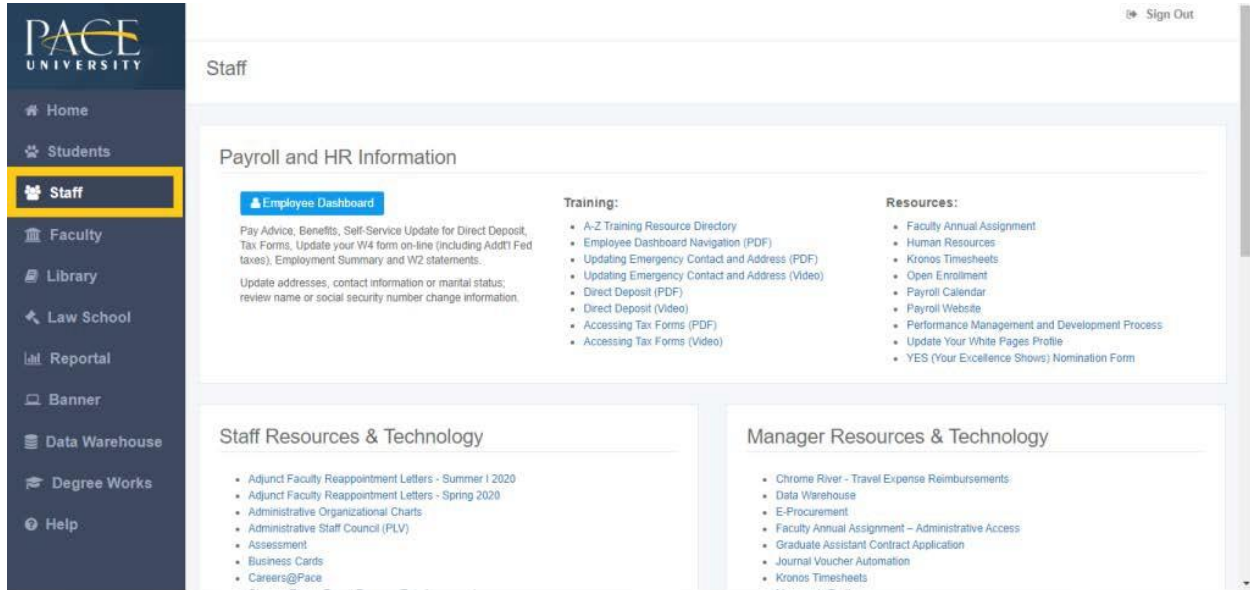
2. Select the appropriate device for Duo Multifactor Authentication (MFA), enter the 6-digit passcode from the Duo Mobile app, and click “Log In.”



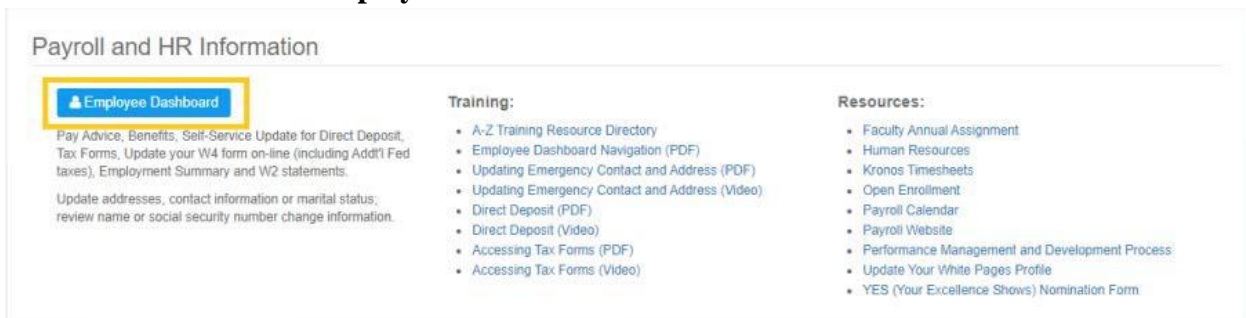
Pace University has implemented multifactor authentication (MFA) for the MyPace Portal to enhance the security of your account and the safety of your personal information. The new login procedure requires you to enter a 6-digit passcode which you retrieve from the Duo Mobile app installed on a secondary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

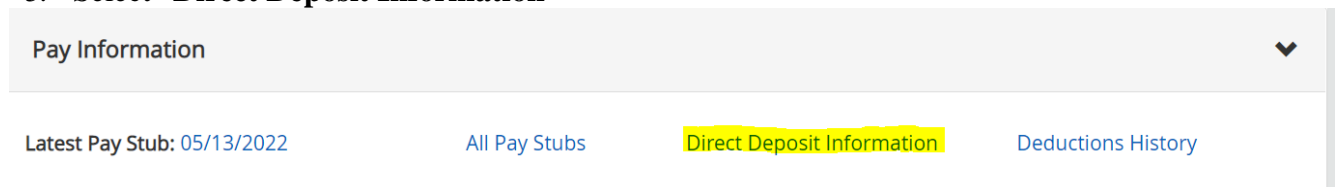
3. Click on the **Staff** tab on the left – this should be done for all employees including Faculty, Staff and Students.



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

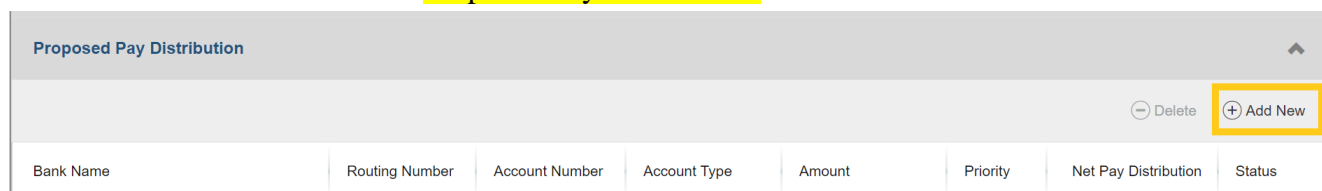


5. Select **“Direct Deposit Information”**



Adding an Account for Direct Deposit

1. Click “Add New” under **Proposed Pay Distribution**

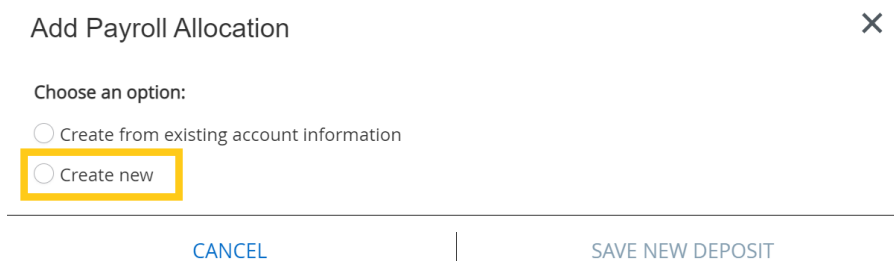


Proposed Pay Distribution

[-] Delete [+ Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
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2. Select “Create new”



Add Payroll Allocation

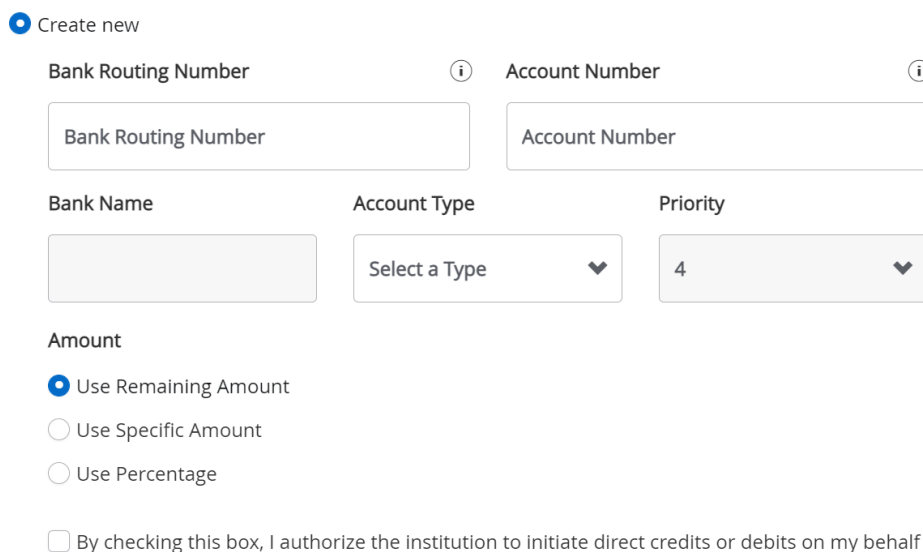
Choose an option:

Create from existing account information

Create new

CANCEL | SAVE NEW DEPOSIT

3. Enter your **Bank Routing Number**, **Account Number**, and **Account Type**.
4. Your bank name and priority will automatically populate.
5. Then, select the amount that you would like deposited into this account. Select “**Use Remaining Amount**” to have your entire payment deposited into the account you are setting up. If you have multiple accounts on file, the remainder of your payment will be deposited into this account.
6. Select the checkbox that states “By checking this box, I authorize the institution to initiate direct credits or debits on my behalf.”
7. Click “Save New Deposit”



Create new

Bank Routing Number Account Number

Bank Name Account Type Priority

Amount

Use Remaining Amount

Use Specific Amount

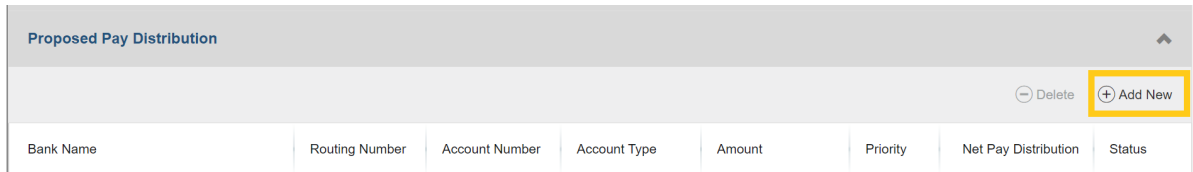
Use Percentage

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

8. You will receive a confirmation email that states your account is in the “prenote” status which is the bank verification process. Please note, it may take 1 -2 pay periods for the account to become active. Your payment will be issued via check mailed to the “Home Address” on file until your account for Direct Deposit becomes active.

Adding an Additional Account for Direct Deposit

1. Click “Add New” under **Proposed Pay Distribution**

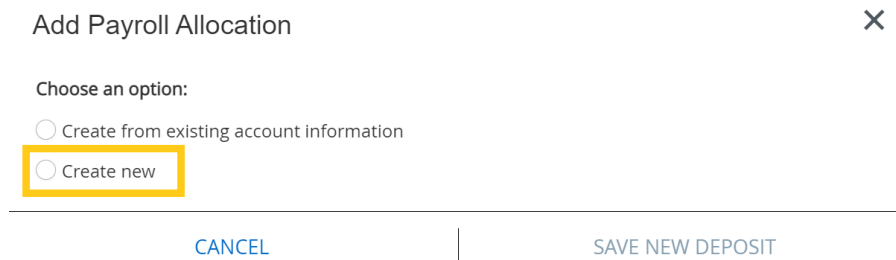


Proposed Pay Distribution

[-] Delete [+ Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
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2. Select “Create new”



Add Payroll Allocation

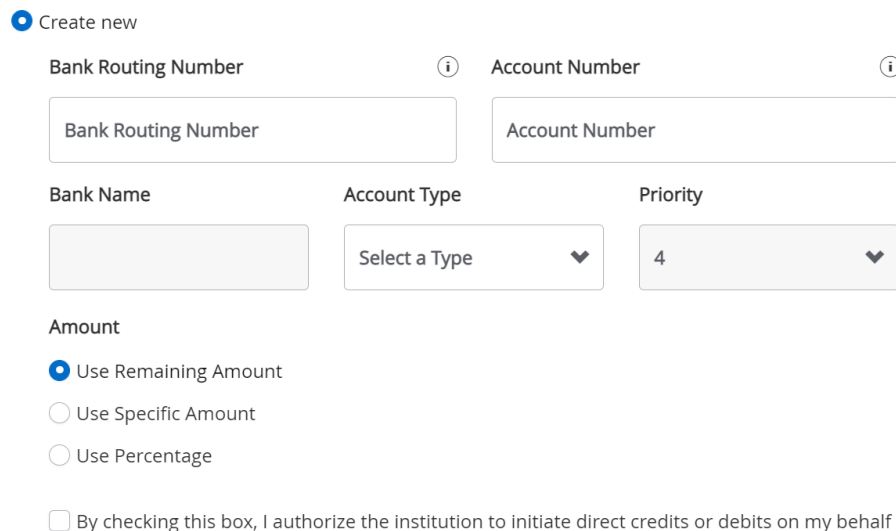
Choose an option:

Create from existing account information

Create new

CANCEL | SAVE NEW DEPOSIT

3. Enter your **Bank Routing Number**, **Account Number**, and **Account Type**. Your bank name will automatically populate.
4. Select the priority of this account. This is the order in which your payment will be divided and deposited into.
 - a. For example, an employee would like to have \$200 deposited into their savings account and the remainder of their payment to be deposited into their checking account. The employee’s savings account would be priority 1. The employee’s checking account would be priority 2.
5. Then, select the amount that you would like deposited into this account using the following choices - a specific amount, a specific percentage, or the remaining amount.
6. Select the checkbox that states “By checking this box, I authorize the institution to initiate direct credits or debits on my behalf.”
7. Click “Save New Deposit”



Create new

Bank Routing Number Account Number

Bank Name Account Type Priority

Amount

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

8. You will receive a confirmation email that states your account is in the “prenote” status which is the bank verification process. Please note, it may take 1 -2 pay periods for the account to become active. Your payment will be issued via check mailed to the “Home Address” on file until your account for Direct Deposit becomes active.

Updating and Deleting an Account for Direct Deposit


1. Under **Proposed Pay Distribution**, your accounts for Direct Deposit will appear.
2. To **update** an account, use the drop-down menu to make the necessary change. Once you have updated your account(s), select “Save Changes.”

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> 021000021 JP Morgan Chase Bank	xxxxx0021	██████	Checking ▾	\$500.00 ▾	1 ▾	██████	Active
<input type="checkbox"/> 021000021 JP Morgan Chase Bank	xxxxx0021	██████	Checking ▾	\$300.00 ▾	2 ▾	██████	Active
<input type="checkbox"/> 021000021 JP Morgan Chase Bank	xxxxx0021	██████	Checking ▾	Remaining ▾	3 ▾	██████	Active

3. If you would like to **delete** an account, check off the box next to the account that you would like to delete.
4. Once the account is selected, click “Delete”

Bank Name	Routing Number	Account Number	Account Type	Status
<input checked="" type="checkbox"/> 021000021 JP Morgan Chase Bank	xxxxx0021	██████	Checking ▾	Prenote

5. Select “Delete” to confirm that you would like to delete the account.

 Are you sure you want to delete the selected Payroll deposits?

6. Check off the box that states “By checking this box, I authorize the institution to initiate direct credits or debits on my behalf.”
7. Click “Save Changes”

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