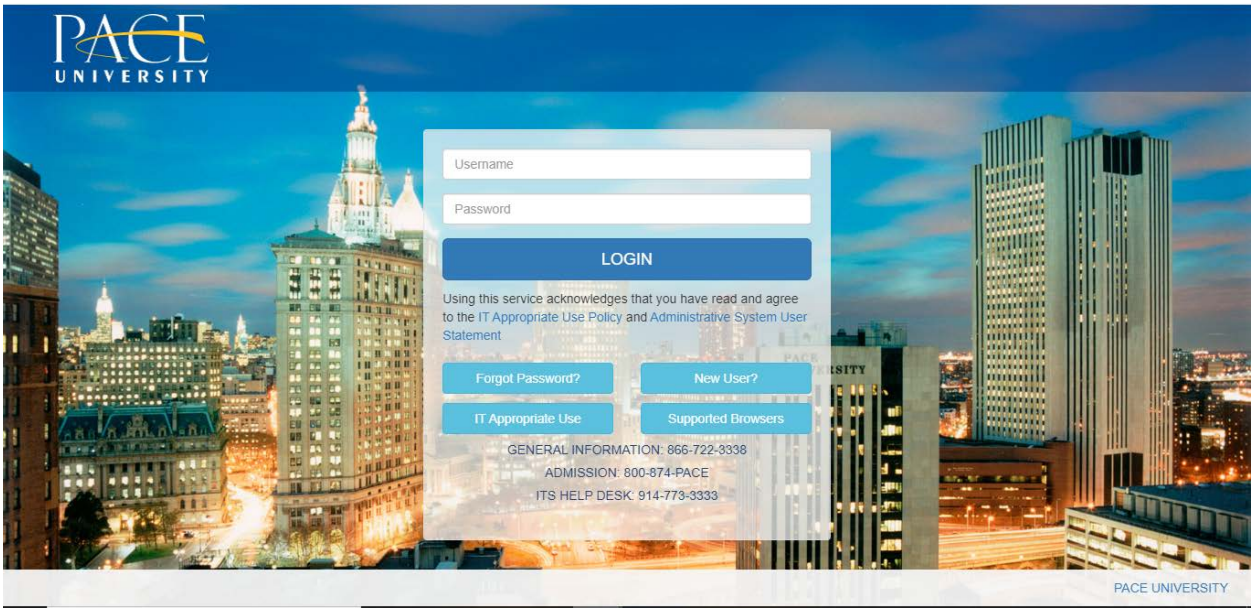
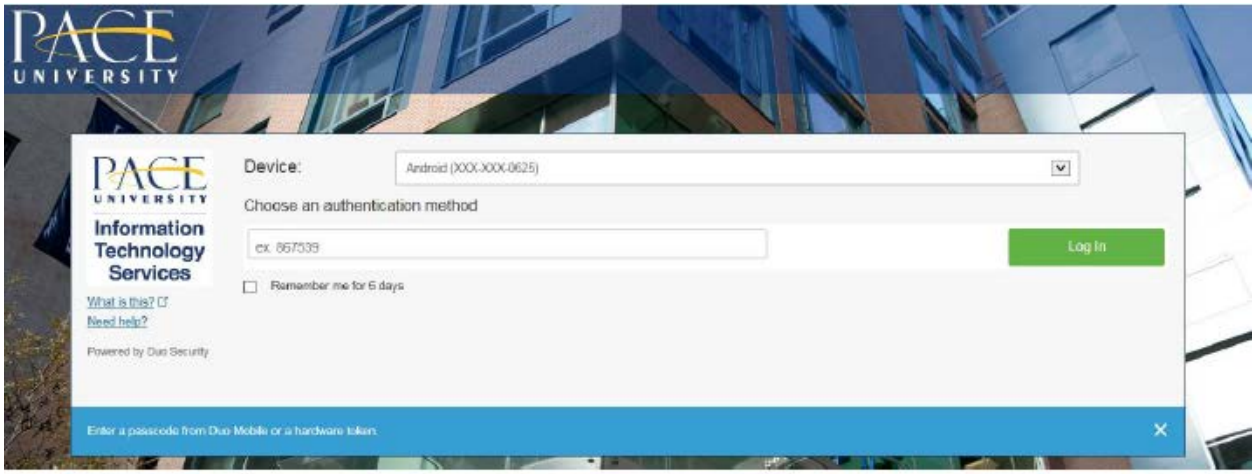
ADDING A NEW DIRECT DEPOSIT ACCOUNT

1. Log into MyPace Portal



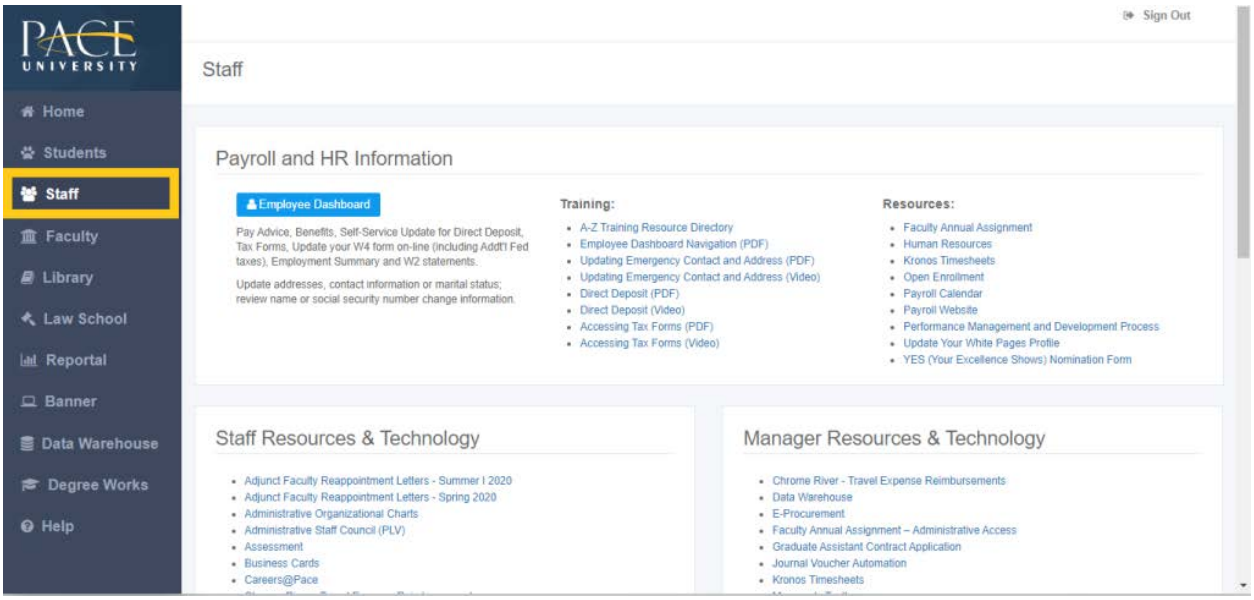
2. Select the appropriate device for Duo Multifactor Authentication (MFA), enter the 6-digit passcode from the Duo Mobile app, and click Log in



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.

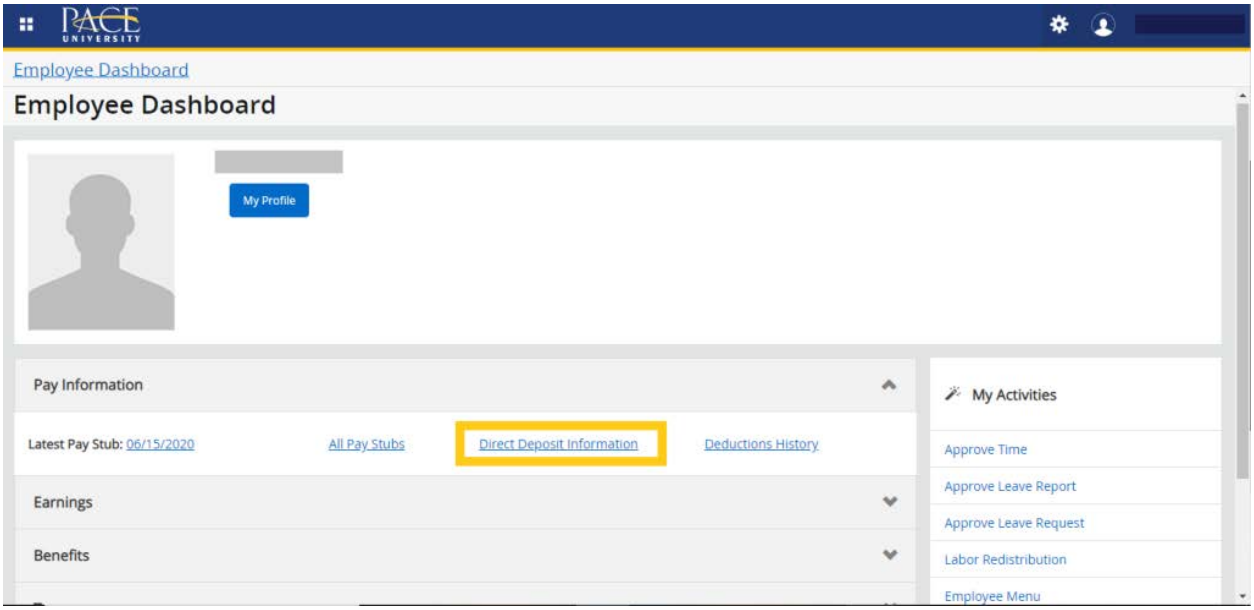
For an overview of the setup process, please read our Duo MFA: Initial Setup for Protected Pace System article. If you do not own a smartphone or tablet, or if you have any questions, please contact the ITS Help Desk at (914) 773-3333 or pacehelpdesk@pace.edu for further assistance. If you're not enrolled 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.

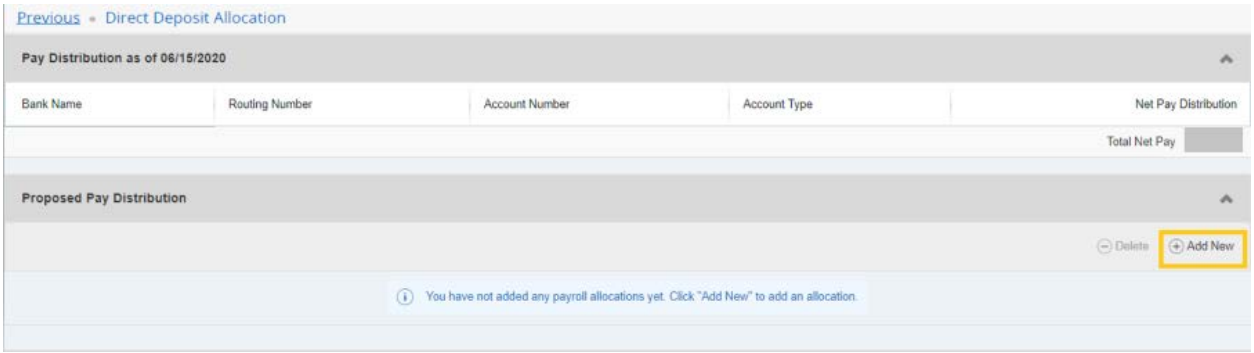


4. Select the blue button **Employee Dashboard**.

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

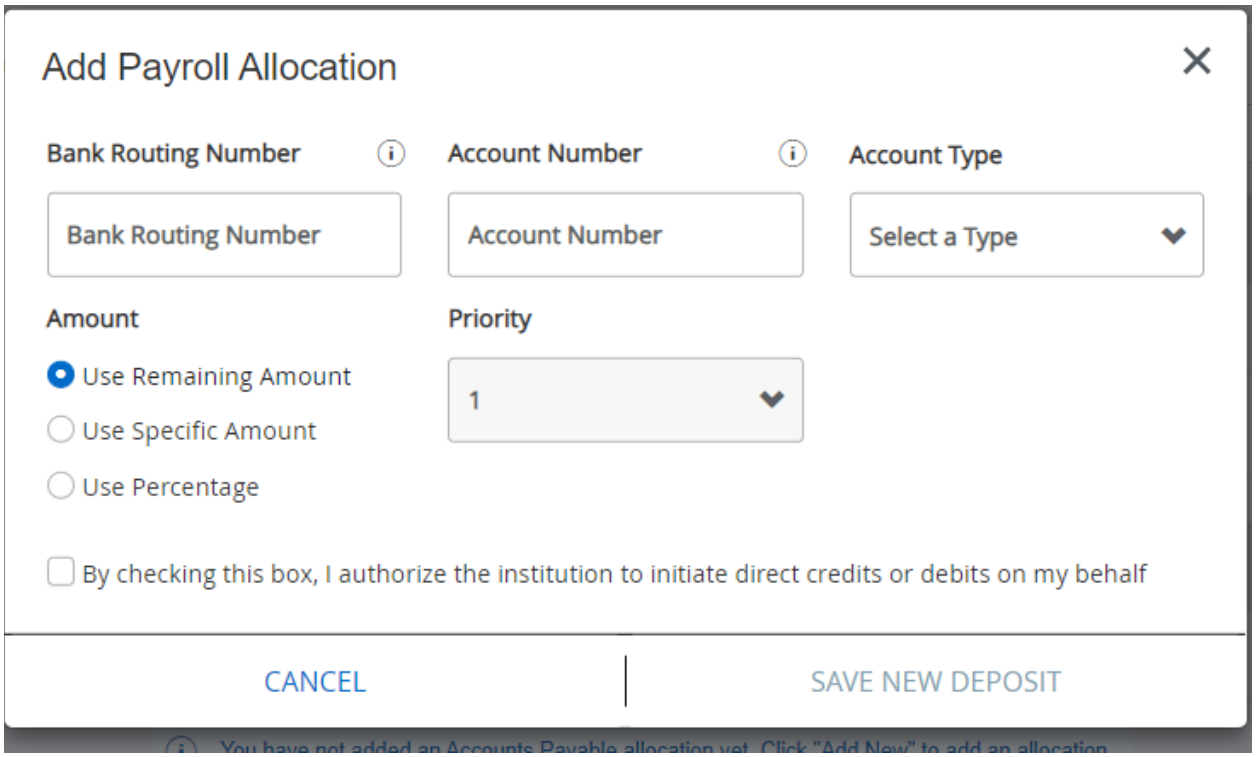


7. Select **Add New** under **Purposed Pay Distribution**.

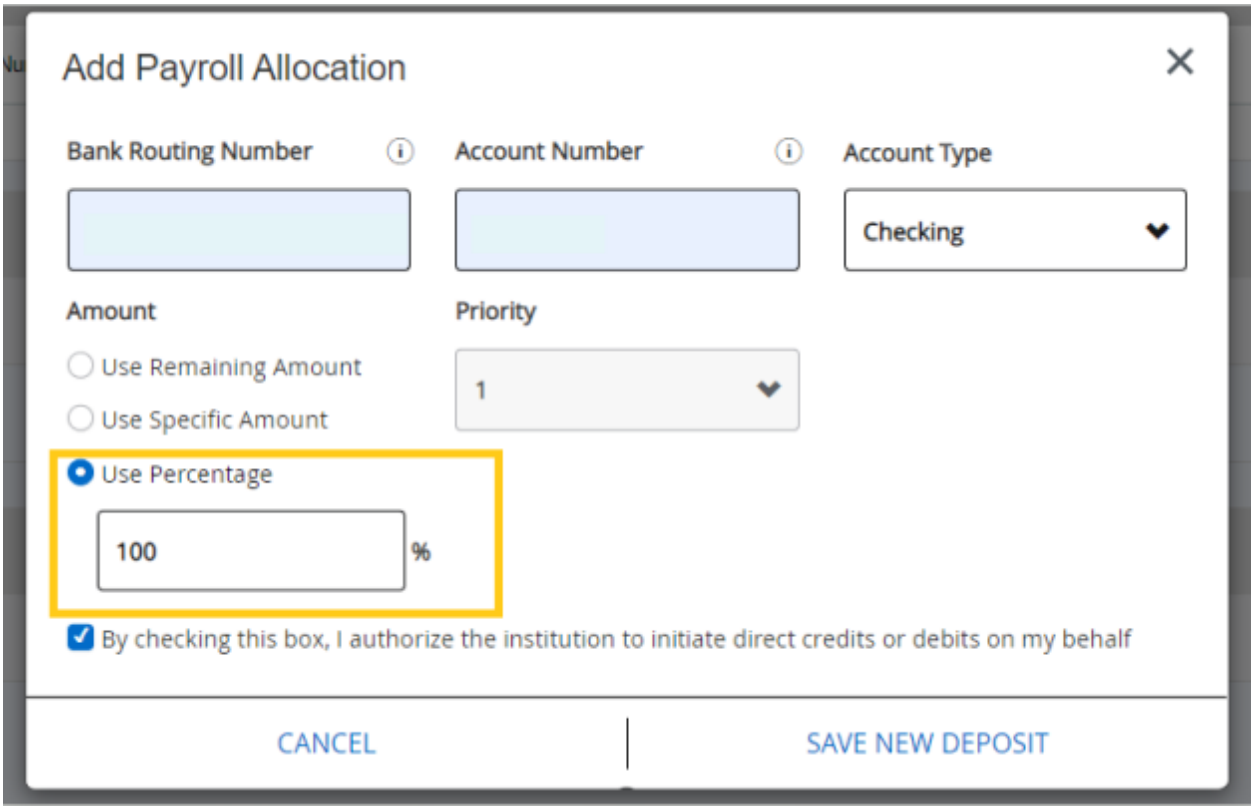


8. A pop up box will display, please enter the **Bank Routing Number**, **Account Number** and select the **Account Type** (Checking or Savings).

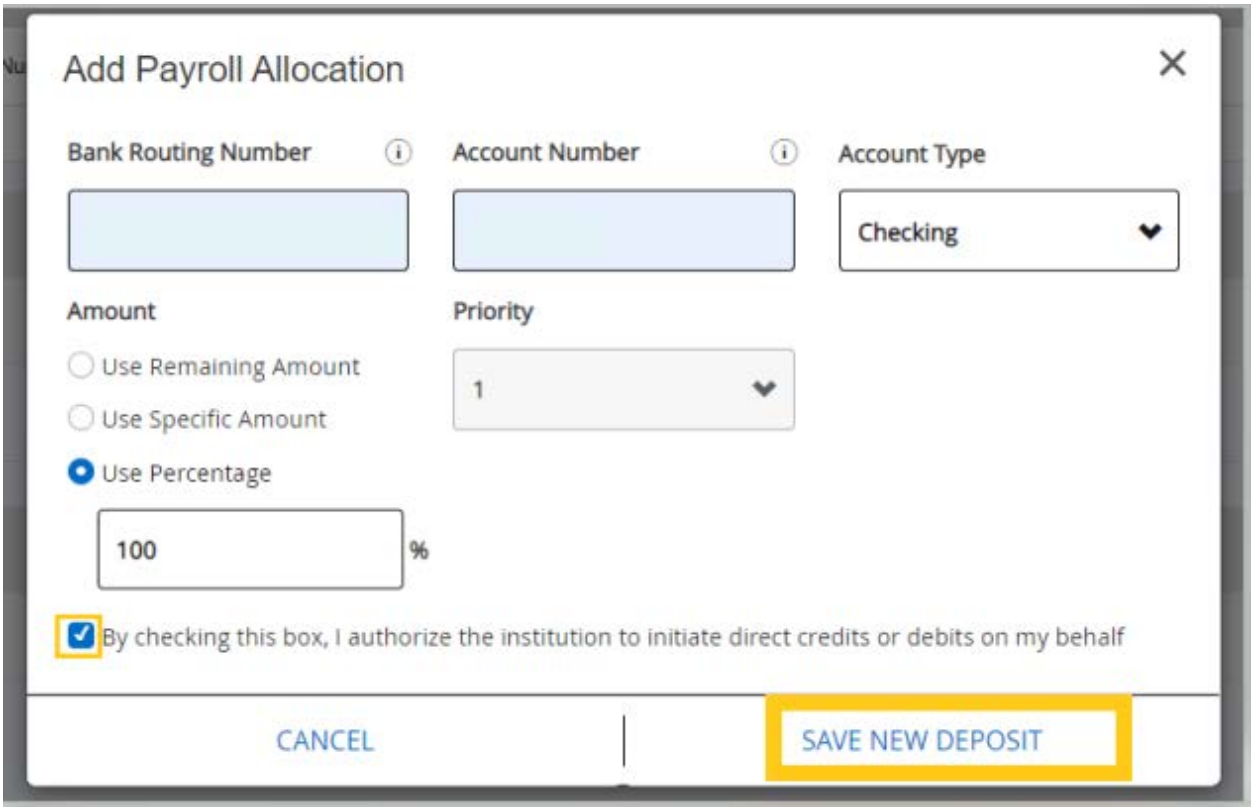
   Banking Routing Number: *The 9 digits preceding your account number*



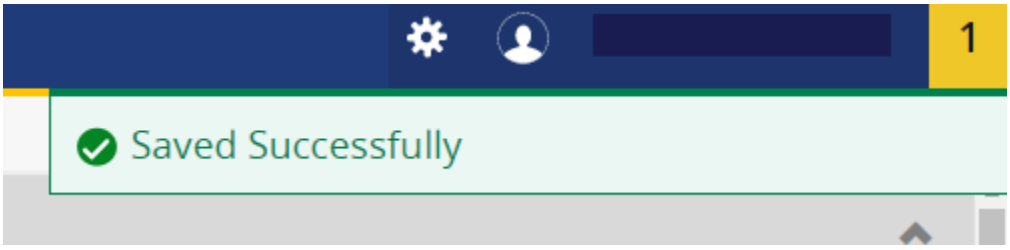
9. **Amount**, select **Use Percentage**.
   For New Account set-up **MUST** enter 100 Percent allocation.



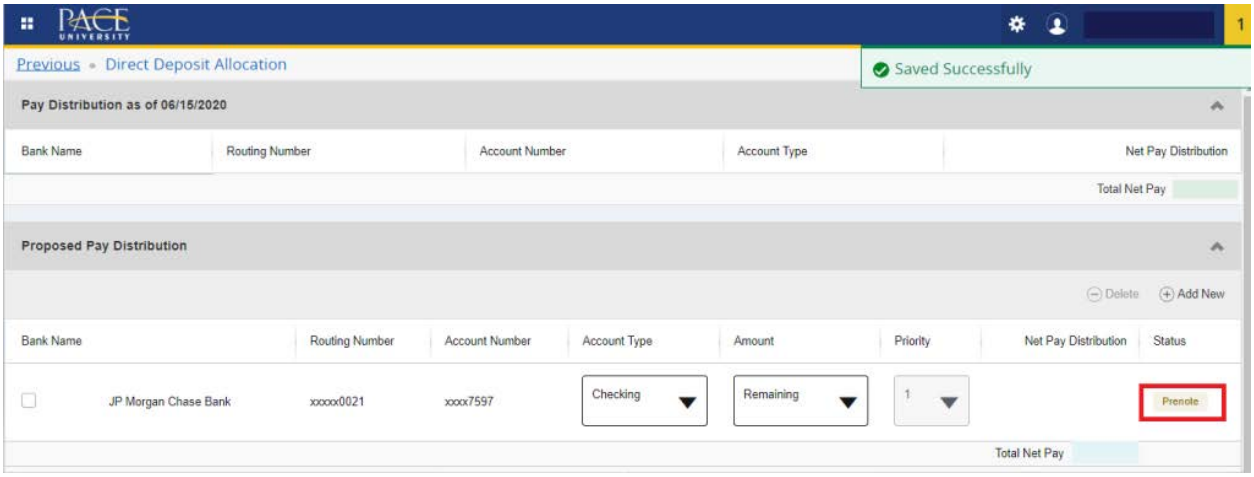
10. Select the checkbox and **SAVE NEW DEPOSIT**.



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**


PACE UNIVERSITY
1
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
JP Morgan Chase Bank
xxxxx0021
xxxx7597
Checking
Remaining
1
Prenote
Total Net Pay