

Enrolling in Direct Deposit for Accounts Payable

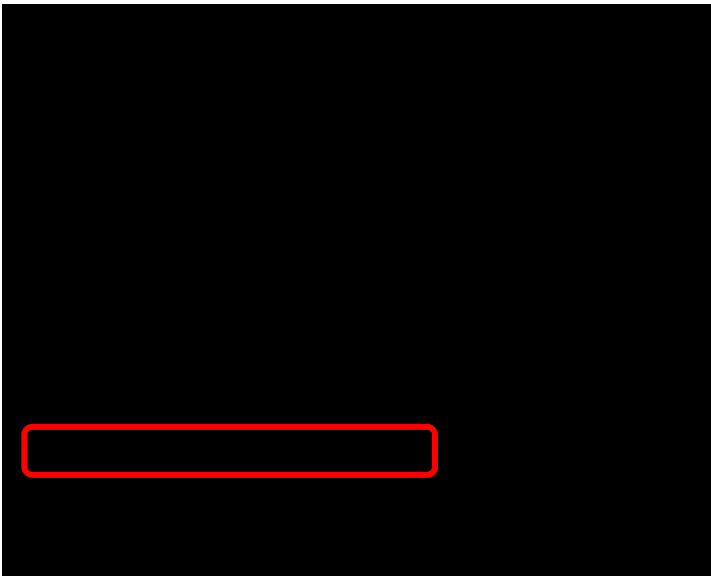
Please follow the below instructions to enroll in direct deposit for reimbursements issued through the Accounts Payable department.

Step 1: Login to Pace Portal

Click on the [Employee Information and Pay Advice](#) link.



Click on the [Self-Service Update for Direct Deposit](#) link:



Step 2: Enter your Direct Deposit Information

To setup your direct deposit for both Payroll and Accounts Payable check off both the Payroll Deposit and Accounts Payable Deposit. Then click on .

* - indicates a required field.

Add Allocation:

Bank Routing Number: *

Account Number: (Re-factor only use of the active account numbers from above.)

Active Account Number: *

Account Type: Saving

Remaining Amount:

Payroll Deposit:

Accounts Payable Deposit:



[Direct Deposit Allocation](#)

To Update Direct Deposit for AP

To make changes to your direct deposit account or to add a new account follow the below.

To add a new account, you must remove the Accounts Payable checkmark from your current account To do so click on the bank account currently used for Accounts Payable which is located