

## ADDING AN ADDITIONAL DEPOSIT ACCOUNT

1. /R JQWR 0\3DFH 3RUWDO

2. Select the appropriate device for Duo Multifactor Authentication (MFA), enter the 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 digit passcode which you retrieve from the Duo Mobile app installed on a secondary device (e.g. smartphone or tablet) in your possession. This w

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) 733-3333 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

**PACE UNIVERSITY**

Employee Dashboard

Employee Dashboard

My Profile

Pay Information

Latest Pay Stub: [06/15/2020](#)   [All Pay Stubs](#)   **[Direct Deposit Information](#)**   [Deductions History](#)

Earnings

Benefits

My Activities

- Approve Time
- Approve Leave Report
- Approve Leave Request
- Labor Redistribution
- Employee Menu

**PACE UNIVERSITY**

Previous - Direct Deposit Allocation

Pay Distribution as of 06/15/2020

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

Proposed Pay Distribution

Delets **Add New**

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> JP Morgan Chase Bank	xxxxx0021	xxxx7597		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
						Total Net Pay	

*The Net Pay Distribution is based on the net pay amount. Future distributions require based on future Net Pay amounts.*

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

Save Changes   Save Changes

*The 9 digits preceding your account number*

The image shows a screenshot of a web form titled "Add Payroll Association". The form contains several input fields and options. A yellow rectangular box highlights the "Priority" dropdown menu, which is currently set to "Normal". The form also includes a "Bank Routing Number" field, an "Account Number" field, and an "Account Type" dropdown menu. Under the "Amount" section, there are three radio button options: "Use Remaining Amount" (selected), "Use Specific Amount", and "Use Percentage". At the bottom of the form, there is a checkbox for authorizing direct credits or debits, and two buttons: "CANCEL" and "SAVE NEW DEPOSIT".

**Add Payroll Association**

Bank Routing Number ⓘ Account Number ⓘ Account Type

Bank Routing Number Account Number Select a Type ▼

**Amount**

Use Remaining Amount

Use Specific Amount

Use Percentage

**Priority**

Normal ▼

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

CANCEL | SAVE NEW DEPOSIT



*All new records will have a status of pre-note and will take effect the next available pay period*

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