

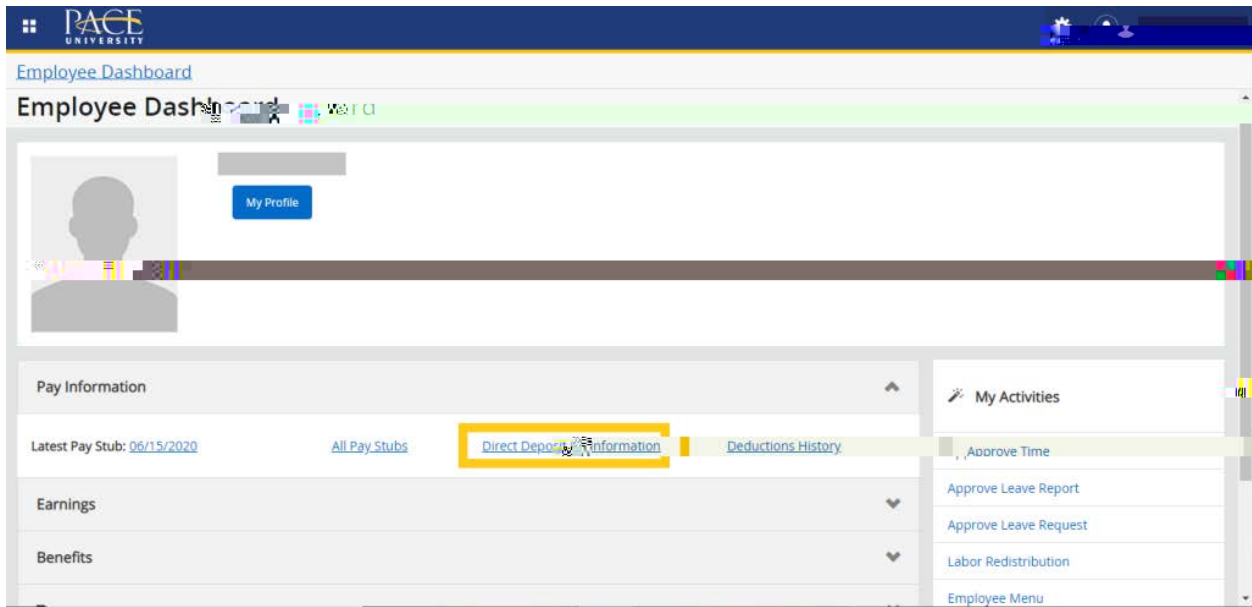
ADDING AN ADDITIONAL DEPOSIT ACCOUNT

1. /R JQWR 0\3DFH 3RUWDO

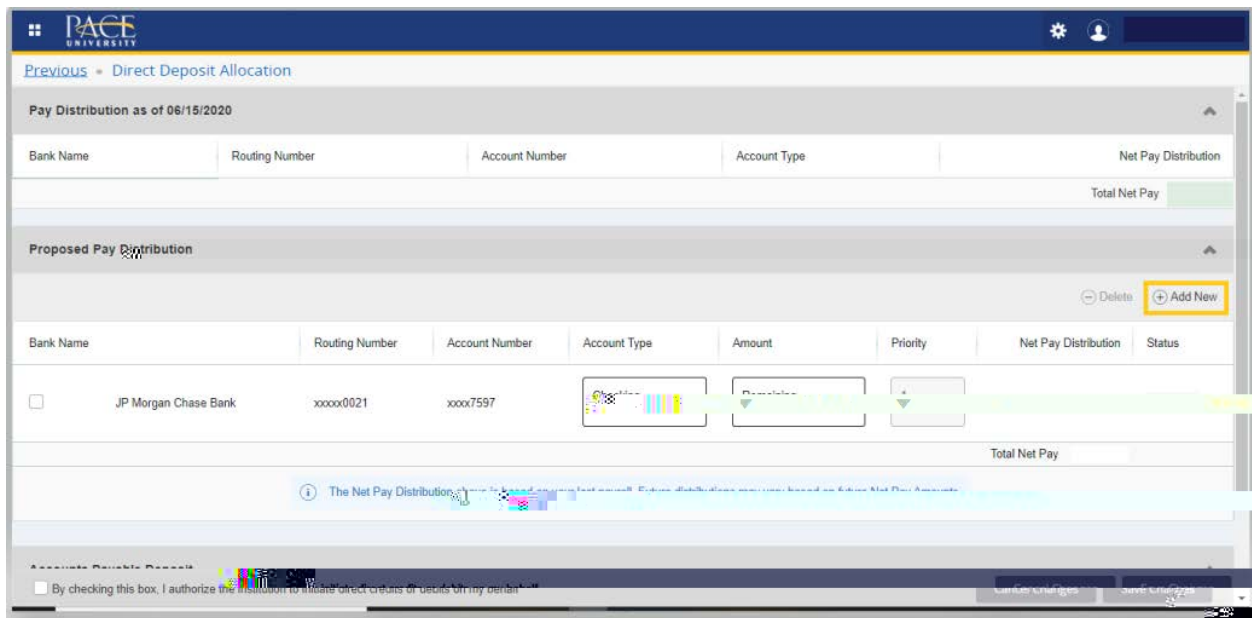
2. Select the appropriate device for Duo Multifactor Authentication (MFA), enter the passcode from the Duo Mobile app, and click Log in

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 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



7. Select under



8. A pop up box will display, please enter the , and select the (Checking or Savings).

Notice how Priority is set as , this occurs when you are adding an additional banking or savings account to your direct deposit account.

The 9 digits preceding your account number

The screenshot shows a web form titled "Add Payroll Association". It contains the following elements:

- Three input fields: "Bank Routing Number", "Account Number", and "Account Type".
- An "Amount" section with three radio button options: "Use Remaining Amount" (selected), "Use Specific Amount", and "Use Percentage".
- A "Priority" dropdown menu, which is highlighted with a yellow box.
- A checkbox at the bottom: "By checking this box, I authorize the institution to initiate direct credits or debits on my behalf".
- Two buttons at the bottom: "CANCEL" and "SAVE NEW DEPOSIT".

9. _____, you have the following options to select for the additional account:

- 1) Remaining Amount
- 2) Specific Amount
- 3) Percentage

Once you've determined the amount you would like to add to your new Savings or Checking account, please select _____.

For example, the below image illustrates allocating 50 % of your check to go to your new Savings account by entering the number 50 in the textbox provided.

10. After you complete the amount section, select the checkbox and .

11. You should see a notification,

then send the remaining amount to your second account, whether it's a Savings or Checking Account.

13. 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.*

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