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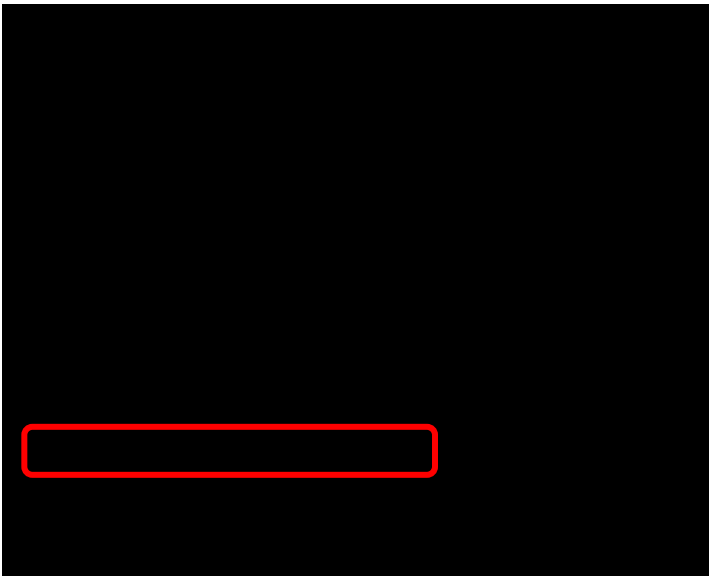
Please follow the below instructions to enroll in direct deposit for reimbursements issued through the Accounts Payable department.

Step 1: Login to Pace Portal

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Step 2: Enter your Direct Deposit Information

To setup your direct deposit for both Payroll and Accounts Payable check off both the Payroll Deposit v Accounts Payable Deposit } Æ The Æ   o] Save X

* - indicates a required field.

Add Allocation:
Bank Routing Number: *

(Re-enter any one of the active account numbers from above.)   Active Account Number: *

Account Type: Saving ▼
Remaining Amount: ☐

Payroll Deposit: ☑
Accounts Payable Deposit: ☑

Save

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