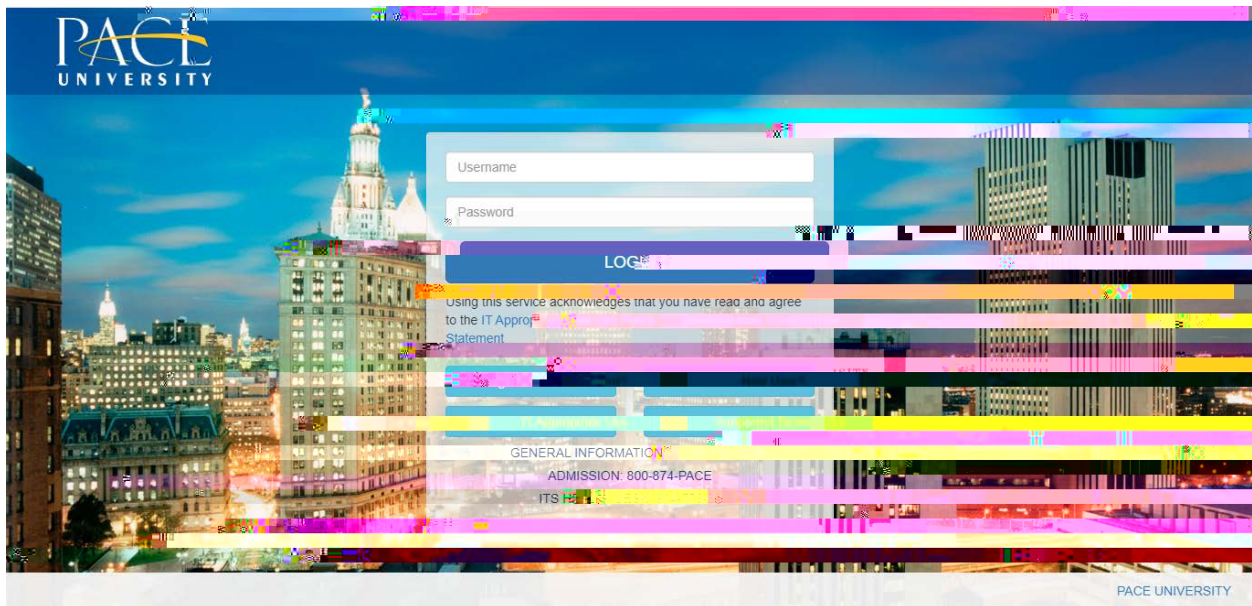
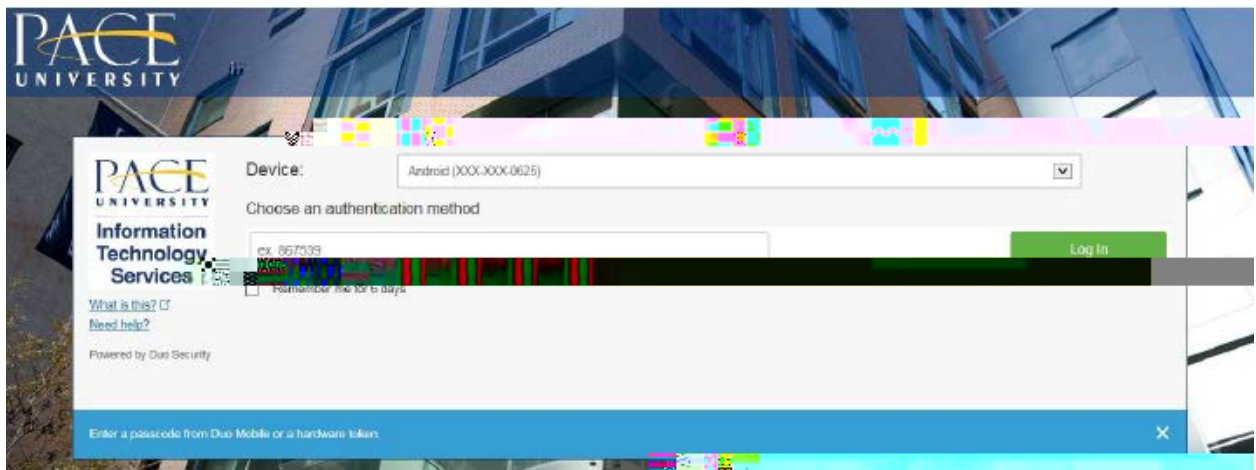


## ADDING A NEW DIRECT DEPOSIT ACCOUNT

### 1. /RJ LQWR 0\3DFH 3RUWDO



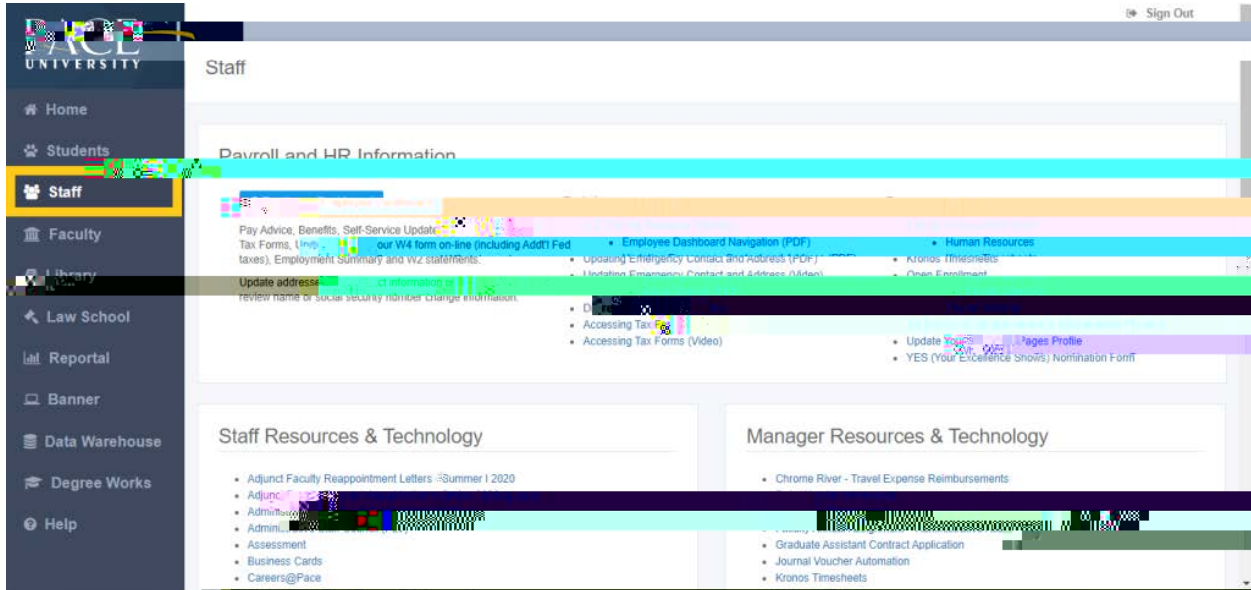
2. Select the appropriate device for Duo Multifactor Authentication (MFA), enter the passcode from the Duo Mobile app, and click Log in



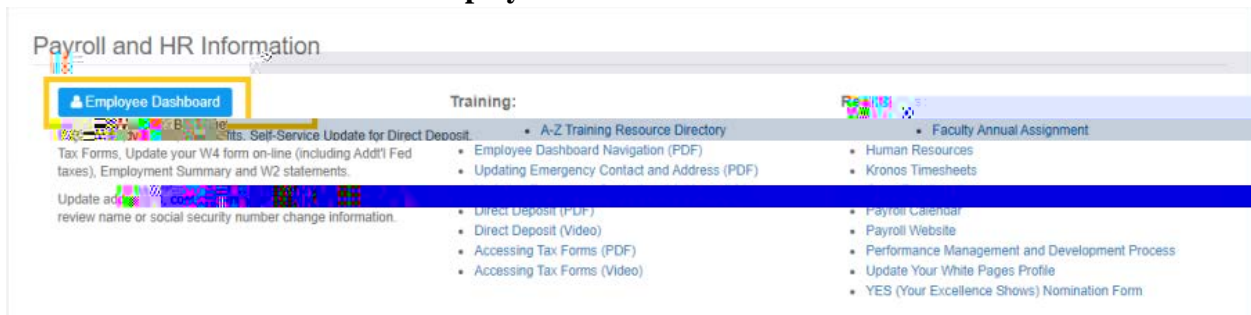
Pace University has implemented multifactor authentication (MFA) for the MyPace Portal to enhance the security of your account and the safety of your personal information. The new login procedure requires you to enter a digit passcode which you retrieve from the Duo Mobile app installed on a secondary device (e.g. smartphone or tablet) in your possession. This prevents 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) 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 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.



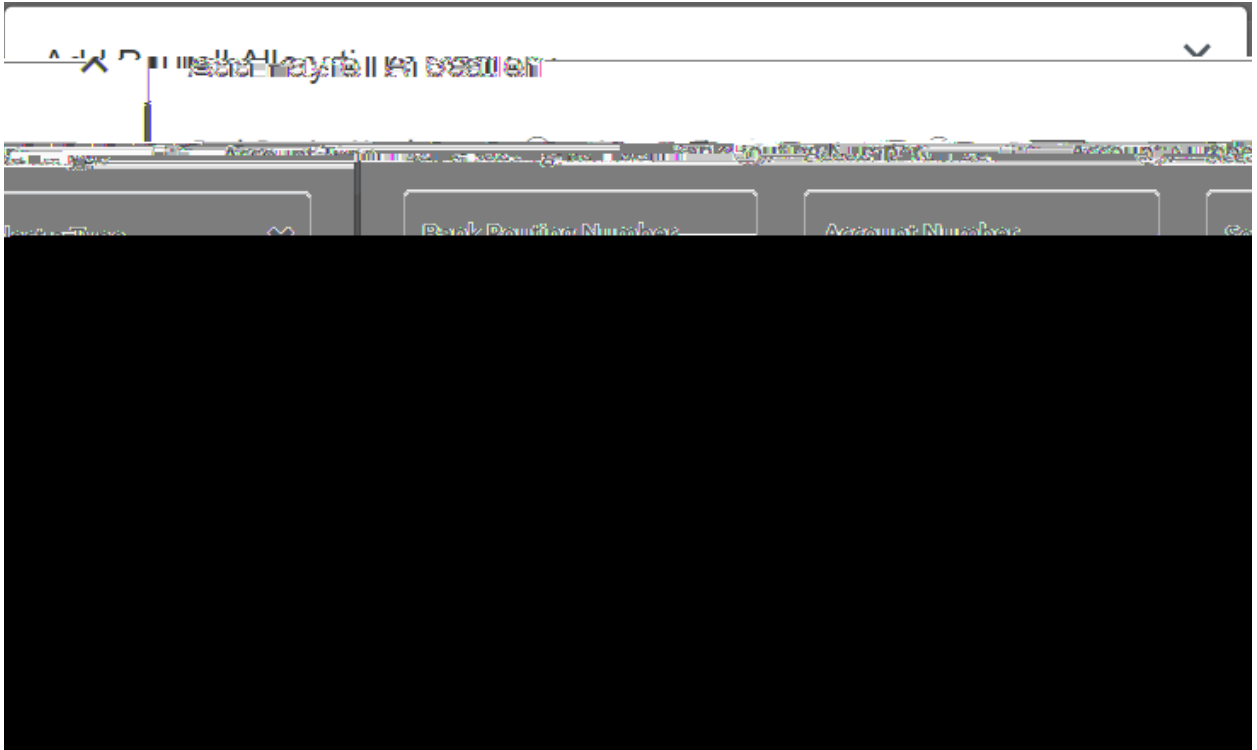
4. Select the blue button **Employee Dashboard**



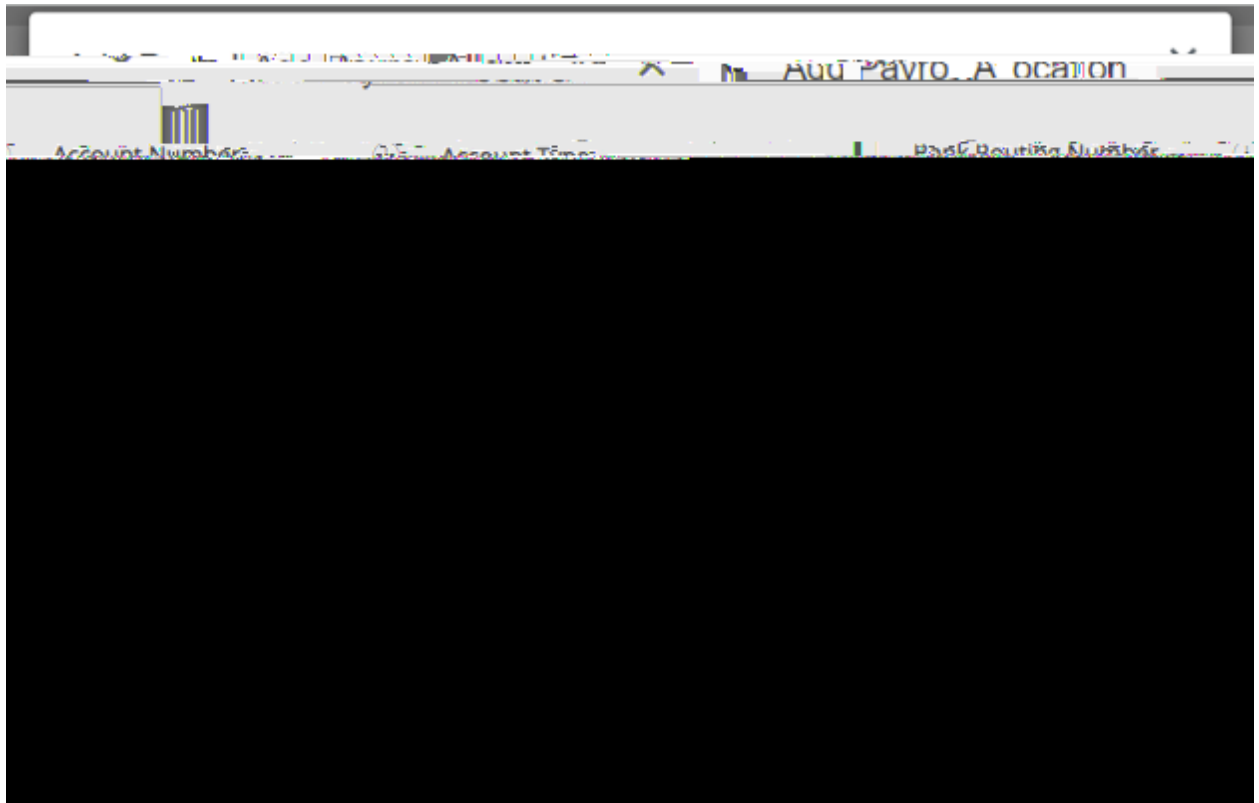
5. Pay Information
6. Select the **Direct Deposit Information** link.

**Add New**

**Purposed Pay Distribution**



Amount      Use Percentage  
MUST





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
<input type="checkbox"/> JP Morgan Chase Bank		x7597	Checkin...	Remainin...	1		<span style="border: 1px solid red; padding: 2px;">Priority</span>
						Total Net Pay	