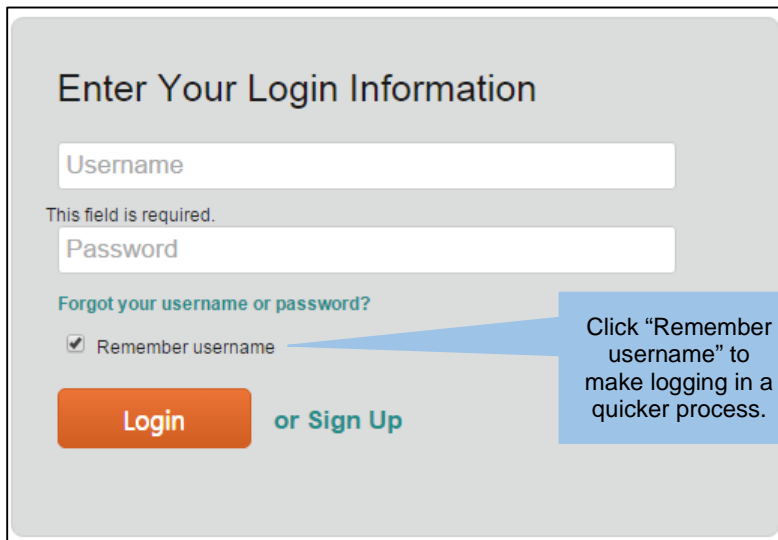


## How Do I Set Up My Payment Preference?

**Sign up** to have your pay sent directly to your bank account(s), a debit card that can be used anywhere, or a paper check.

**Note:** *If you do not complete this information, you will automatically receive your pay on a debit card.*

**Step 1:** Log on to IPOne.



Enter Your Login Information

Username

This field is required.

Password

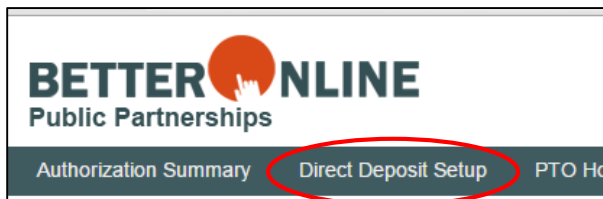
Forgot your username or password?

Remember username

Login or Sign Up

Click "Remember username" to make logging in a quicker process.

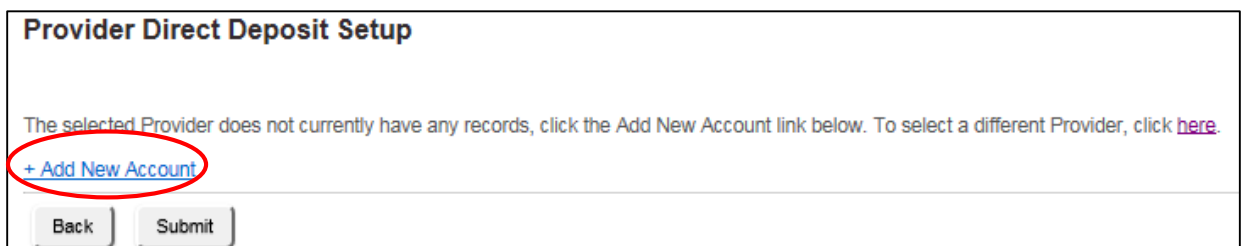
**Step 2:** Click on the 'Direct Deposit Setup' tab at the top of the page.



**BETTER ONLINE**  
Public Partnerships

Authorization Summary **Direct Deposit Setup** PTO Ho

**Step 3:** Click + Add New Account



**Provider Direct Deposit Setup**

The selected Provider does not currently have any records, click the Add New Account link below. To select a different Provider, click [here](#).

**+ Add New Account**

Back Submit

**Now you may choose: Direct Deposit, Debit Card, or Paper Check**

**Direct Deposit**

...is a fast, easy, and safe way to receive your pay check.

- Start by choosing **Account Type** – choose **Checking** or **Savings** from the drop down.

**Provider Direct Deposit Setup**

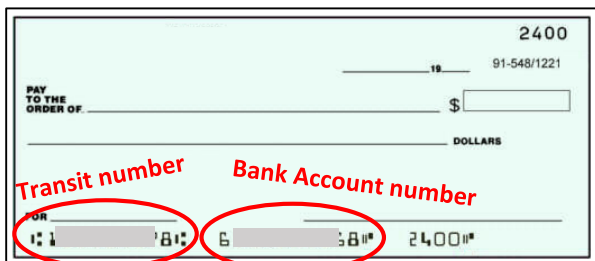
You are modifying the Payment Settings for: *Aguilera, Christina (204364201)*.

To select a different Provider, click [here](#).

Selected Account	Account Type	Bank Account No.	Transit No.	Nickname	Employer	Current Status	Effective Date	Distribution (%)	Action	
<input type="checkbox"/>	<div style="border: 1px solid black; padding: 2px;">                     Checking                      Savings                      Debit Card                      Paper Check                 </div>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=""/>	INSERTED	<input type="text"/>	<input type="text" value=""/>	

[+ Add New Account](#)

- Enter the Bank Account Number and Transit Number found on the bottom of your personal check. If you do not have any personal checks you can visit your local bank or call your bank and ask for this information.
  - **Bank Account Number** – This number is usually 10-12 digits if you are choosing a checking or savings account.
  - **Transit Number** – This number is a 9 digit code.



- **Nickname** – Choose a nickname for each account added.
- **Distribution Percentage** – Here you will choose the percentage of your pay that you want deposited into your account(s). If you only set up one account, the Distribution Percentage should be 100%. If you add additional accounts, you can elect to split your paychecks by percentage into each account. Make sure that the distribution total adds up to 100%.
- Review your Direct Deposit Information to make sure it is correct. When confirmed, click 'Submit'.

- If submitted correctly, the Current Status of the line will change to “APPROVED”.

Line Name	Current Status	Effective Date
ST2	APPROVED	

## Debit Card

If you choose the Debit Card payment option you will receive the debit card and information about the card in the mail. To learn more about the card, read the information provided in your Welcome Packet or go to [www.ipone.org](http://www.ipone.org).

- Under **Account Type**, choose Debit Card.
- Click Submit.

**Provider Direct Deposit Setup**

You are modifying the Payment Settings for: *Aguilera, Christina (204364201)*.

Selected Account	Account Type	Bank Account No.	Transit No.	Nickname	Current Status
<input type="checkbox"/>	Debit Card				INSERTED

[+ Add New Account](#)

After clicking Submit you will note that the Current Status will change to “REQUESTED”.

Line Name	Current Status	Effective Date
	REQUESTED	

## Paper Check

If you chose a paper check, a paper check will be mailed to you for the total amount of your pay.

- Under Account Type choose **Paper Check**.
- Click **Submit**.

**Provider Direct Deposit Setup**

You are modifying the Payment Settings for: *Aguilera, Christina (204364201)*.

To select a different Provider, click [here](#).

Selected Account	Account Type	Bank Account No.	Transit No.	Nickname	Employer	Current Status	Effective Date	Distribution (%)	Action
<input type="checkbox"/>	Paper Check					INSERTED			

[+ Add New Account](#)

## What's Next?

IPOne will verify your bank account information or process your request for a debit card. **You will continue to receive a paper check in the mail until your bank account information is verified or your request for a debit card is processed and approved.**

Call the IPOne Call Center to verify the status of your request if your paycheck is not directly deposited to your bank account or if you have not received the debit card you requested after one full pay period has passed. If you have not received a paper timesheet, go online or contact the IPOne Call Center to confirm that your address is correct.

### **Making Changes to your Direct Deposit Setup:**

You can update accounts for direct deposit, distribution amounts, or stop direct deposit services anytime.

Selected Account	Account Type	Bank Account No.	Transit No.	Nickname	Current Status	Effective Date	Distribution (%)	Action
<input type="checkbox"/>	Checking	1234567890	123456789	John's Checking	INSERTED		100	

[+ Add New Account](#)

Make a mistake or want to delete your account information? Click on the trash can picture to delete and start over.