

Dayforce Payroll Allotment Setup Guide

To setup your payroll allotment for direct deposit, please locate **Deposit Slip** within your loan documents that will provide necessary banking information.

1. **Log in to your Dayforce Account**
 - Go to the [Dayforce](#) website and log in
2. **Navigate to My Profile**
 - Click on the "Edit" icon, which displays a menu
 - Click on "Edit Direct Deposit"
3. **Add New Account**
 - In the Direct Deposit screen, click "Add an Account"
4. **Enter Bank Details**
 - **Routing Number: 071001504** (Lakeside Bank)
 - **Account Number:** *Refer to **Deposit Slip***
 - **Account Type:** *Select **Checking***
5. **Set the Deposit Amount**
 - Select "Monetary Amount"
 - Enter Allotment Amount: *Refer to **Deposit Slip***
6. **Review and Save**
 - Review the information to avoid any setbacks or delays. Save the changes by clicking "Done" and then "Submit".
7. **Confirm Your Direct Deposit Setup**
 - A confirmation message will appear indicating that your direct deposit settings have been updated.
 - Before closing the window, take a screenshot/picture and attach it to an email to: notices@indexloans.com.

For more details, visit [Dayforce Support Guide](#).
