

Employee Express Payroll Allotment Setup Guide

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

1. **Log in to your Employee Express Payroll Account**
 - Go to the [Employee Express Payroll website](#)
 - Enter your Login ID and password
2. **Navigate to Financial Allotments**
 - From the dashboard, select "Payroll / Personnel" > "Financial Allotments"
3. **Add a New Allotment**
 - From the "Financial Allotments" page, select **Start**
4. **Add a Traditional Bank Account**
 - **Routing Number: 071001504** (Lakeside Bank)
 - **Account Number:** *Refer to Deposit Slip*
 - **Account Type:** *Select Checking*
 - **Amount:** *Refer to Deposit Slip*
 - **Amount must be entered as whole dollars, please round up.**
5. **Review and Save**
 - Select **Save**.
 - Verify all the information for accuracy to avoid any setbacks or delays.
6. **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, see this sample [Employee Express Allotment Setup Video](#).
