Index Loans™

OnPay 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 OnPay Account**
   - o Go to the OnPay website and log in

2. **Navigate to Bank Account**
   - o Click on "Home"
   - o Click on "Bank Account"

3. **Add New Account**
   - o Click "Split Check"

4. **Enter Bank Details**
   - o **Routing Number: 071001504** (Lakeside Bank)
   - o **Account Number:** *Refer to Deposit Slip*
   - o **Account Type:** Select **Checking**

5. **Set the Deposit Amount**
   - o Select "By Dollar Amount"
   - o Enter Allotment Amount: *Refer to Deposit Slip*

6. **Review and Save**
   - o Review the information to avoid any setbacks or delays. Save the changes.

7. **Confirm Your Direct Deposit Setup**
   - o A confirmation message will appear indicating that your direct deposit settings have been updated.
   - o Before closing the window, take a screenshot/picture and attach it to an email to: **notices@indexloans.com**.

For more details, visit OnPay Support.