Index Loans™

Paychex 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 Paychex Flex Account**
   o Visit the Paychex Flex website and log in with your user ID and password.

2. **Access Direct Deposit Settings**
   o Click on "My Pay" tab
   o Select "Direct Deposit"

3. **Add a New Account**
   o Click on "Add bank account" link (may have to scroll to bottom of page)

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

5. **Set Deposit Amount**
   o Calculation: Flat Dollar Amount
   o Enter Allotment Amount: *Refer to **Deposit Slip***

6. **Review and Submit**
   o Verify the details you entered to avoid any setbacks or delays.
   o Click "Save" to save the new direct deposit information.

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 Paychex Support and the video tutorial.