Index Loans

Paylocity 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 Paylocity Account**
   o Access the Paylocity website and log in

2. **Go to Direct Deposit Settings**
   o Click on "Pay" > "More" > "Direct Deposit Accounts"

3. **Add a New Bank Account**
   o Select "Add Bank Account"

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

5. **Specify Deposit Amount**
   o Set the *Allocation Type* as "$"
   o Enter Allotment Amount: *Refer to **Deposit Slip***

6. **Review and Save**
   o Review the information to avoid any setbacks or delays. Save the 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 Paylocity Support and the video tutorial.