

myADP 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 ADP Account**
 - Visit the [ADP Portal](#) and log in using your credentials.
2. **Navigate to Direct Deposit Settings**
 - Go to "Myself" > "Pay" > "Payment Options" > "Direct Deposit."
3. **Add New Bank Account**
 - Click "Add Account."
4. **Enter Bank Information**
 - **Routing Number: 071001504** (Lakeside Bank)
 - **Account Number:** *Refer to **Deposit Slip***
 - **Account Type:** *Select **Checking***
5. **Specify Deposit Amount**
 - Enter Allotment Amount: *Refer to **Deposit Slip***
6. **Review and Save**
 - Review all entered information for accuracy to avoid any setbacks or delays.
 - Click "Save" to complete the setup.
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 additional details, you can refer to [ADP's Direct Deposit Guide](#) and the [video tutorial](#).
