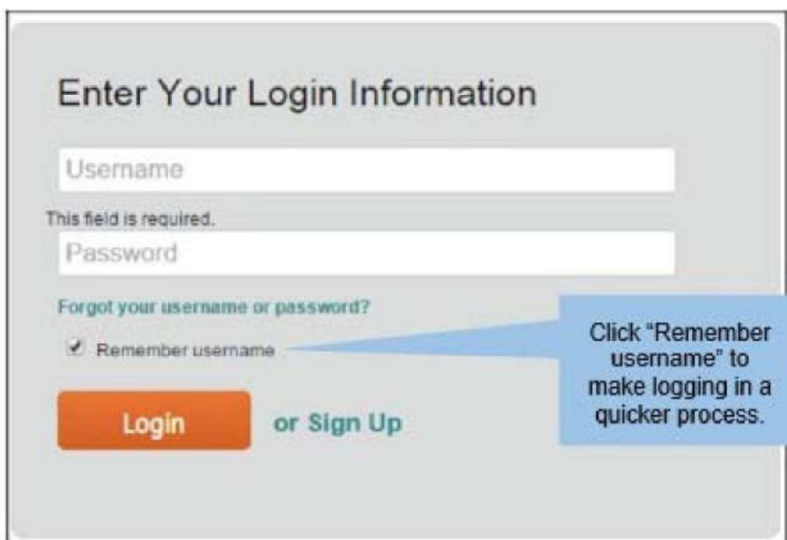# How to set up a Payment Preference
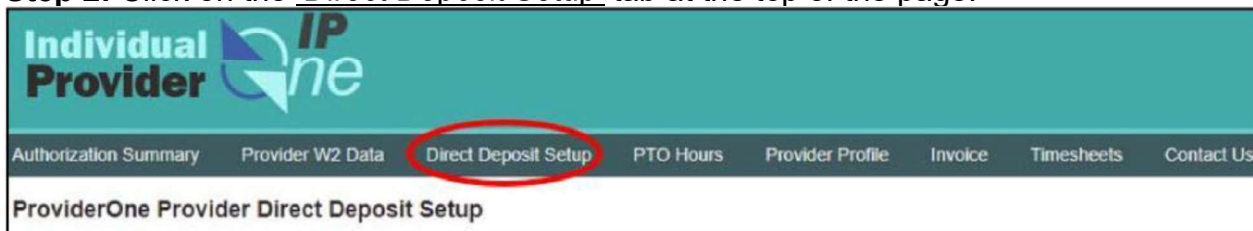
IPs can follow the process below to have their paycheck sent directly to a bank account, a debit card, or mailed to them via a paper check.

Note: If an IP does not select a payment option, they will be automatically enrolled to receive their pay on a debit card.
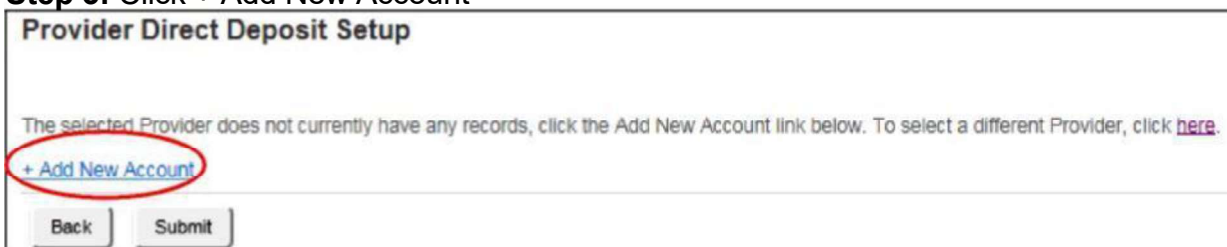
Step 1: Log on to IPOne.

Step 2: Click on the 'Direct Deposit Setup' tab at the top of the page.

Step 3: Click + Add New Account

Step 4: Choose Direct Deposit, Debit Card, or Paper Check

Direct Deposit (a safe and efficient way to receive a paycheck)

a. Start by choosing **Account Type** – choose **Checking** or **Savings** from the drop down.

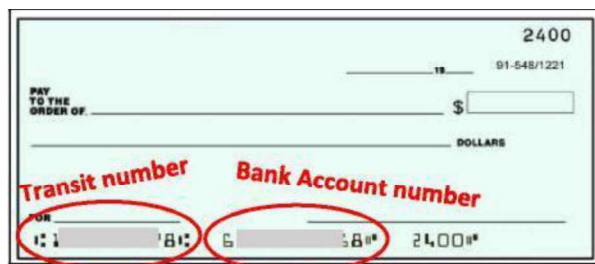b. Enter the Bank Account Number and Transit Number found on the bottom of the personal check for the desired account. If an IP does not have a personal check, then it is recommended that the IP visit their local bank or call their bank and ask for this information.

- **Bank Account Number**: This number is usually 10-12 digits for a checking or savings account.

- **Transit Number** (Also called a Routing Number): This number is a 9-digit code.

c. **Nickname**: Choose a nickname for each account added.

d. **Distribution Percentage**: The amount from an IP's paycheck that they want to have deposited into their bank account. The percentage must equal 100%. Enter 100% as the Distribution Percentage. At this time, there is no option to distribute paychecks into multiple accounts.

e. Review the Direct Deposit Information to make sure it is correct. When confirmed, click 'Submit'. If submitted correctly, the Current Status of the line will change to "APPROVED".

:kname	Current Status	Effective [
ST2	APPROVED	

Debit Card

If the Debit Card payment option is selected, then the IP will receive the debit card and information about the card in the mail.

To learn more about the card, read the information provided in the Welcome Packet or go to www.IPOne.org for a Hints & Tips reference document called "Debit Card Information".

1. Under **Account Type**, choose Debit Card.

2. Click Submit.

Provider Direct Deposit Setup

You are modifying the Payment Settings for: *Aguilera, Christina (204364201).*

Selected Account	Account Type	Bank Account No.	Transit No.	Nickname	Current Status
☐	Debit Card ▼				INSERTED

+ Add New Account

Submit

3. After clicking Submit the IP will note that the Current Status will change to "REQUESTED".

name	Current Status	Effective
	REQUESTED	

Paper Check

If paper check is selected, a paper check will be mailed to the IP for the total amount of his/her pay.

1. Under Account Type choose **Paper Check**; then,

2. Click Submit.

What's Next?

IPOne will verify the bank account information or process the request for a debit card.

*   **For direct deposit set-up**, PPL will verify the IP's bank account by completing a pre-note process. **The IP will continue to receive a paper check in the mail until the bank account information is verified.**

*   **For debit card set-up**, PPL will submit a request to ADP Pay to have a debit card assigned and mailed to the IP. The debit card will be mailed within 10 days of the IP's Payment Method Set-Up Form being processed by PPL. The IP's payment will be uploaded to their card after this 10-day period. If the first payday happens before or during this 10-day period, PPL will mail the IP a paper check.

IPs should contact the IPOne Call Center to verify the status of their request if their paycheck is not directly deposited to their bank account, or if they have not received the debit card after one full pay period has passed.

Making Changes to the Payment Method Set-Up:

IPs can update accounts for direct deposit, stop direct deposit services, or enroll in a Debit Card at any time by changing their options in the IPOne Portal or by calling the PPL Call Center at 844-240-1526.