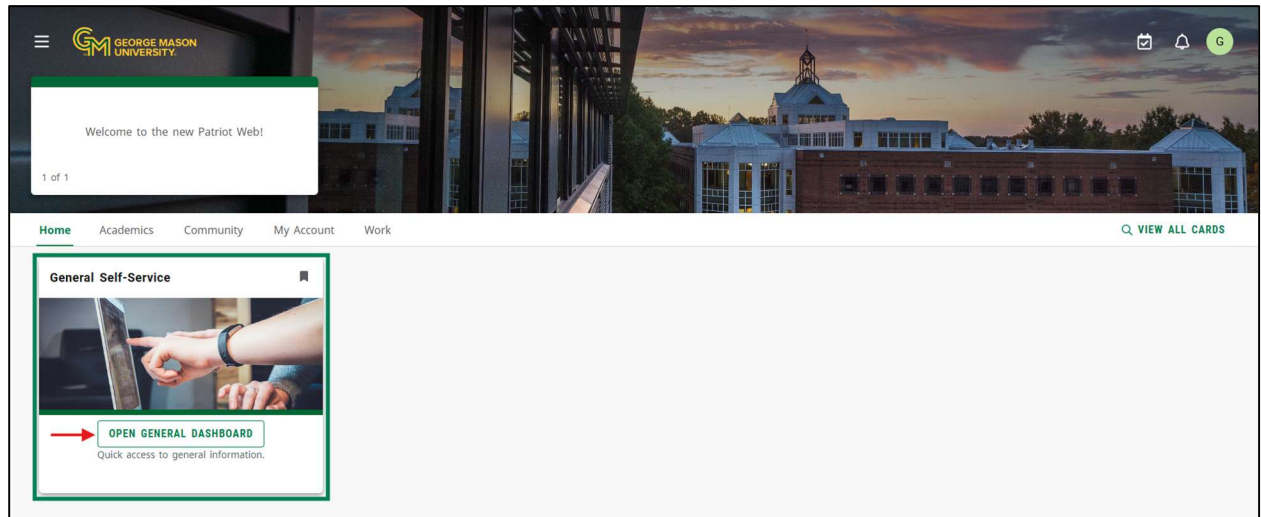
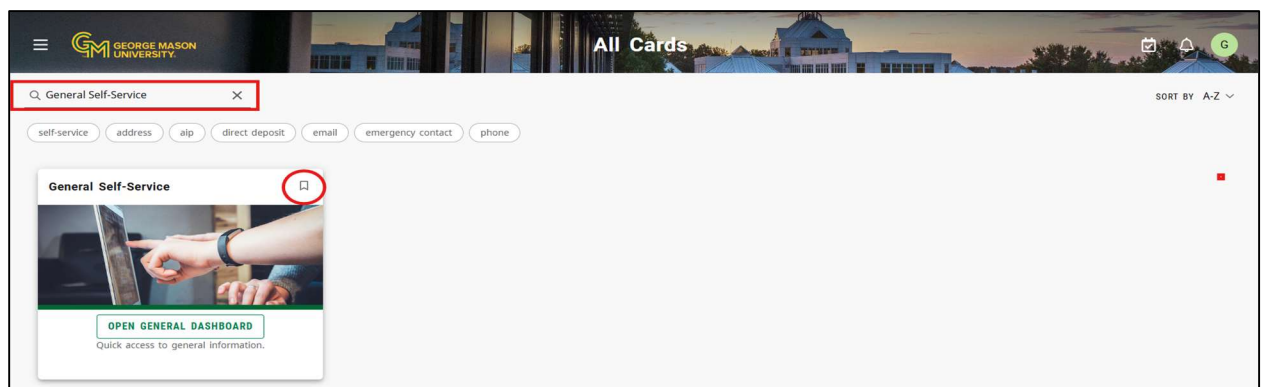
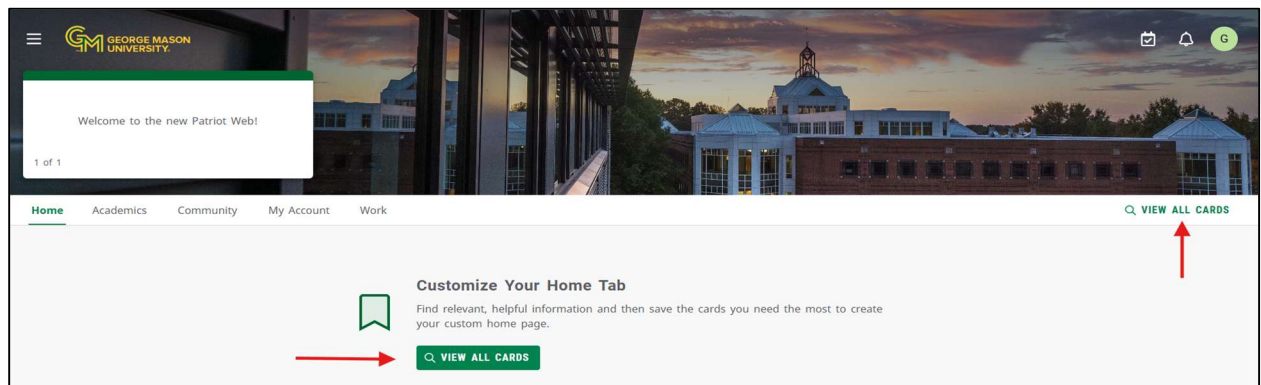


Add New Accounts Payable Direct Deposit

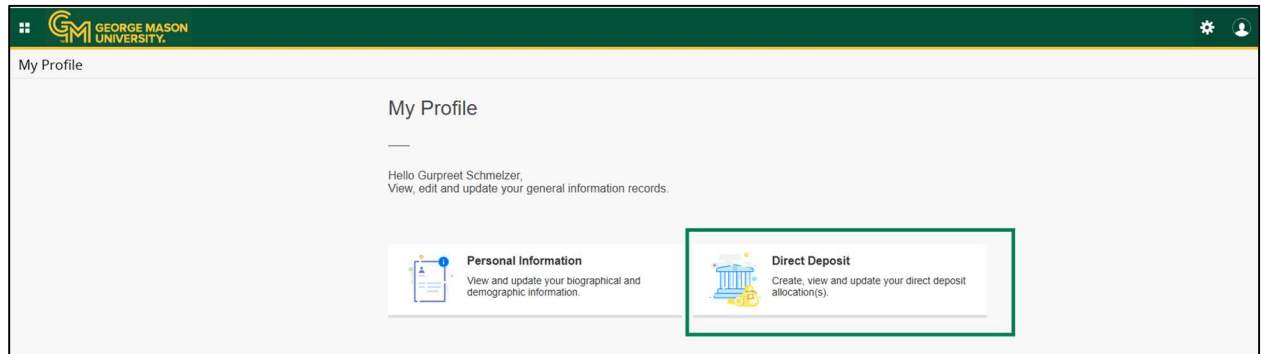
1. Log into [Patriot Web Self Service](#). Choose **Open General Dashboard** from the General Self-Service card.



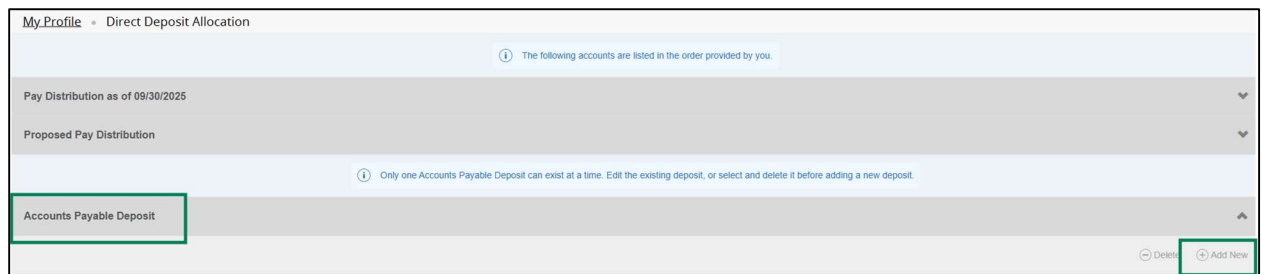
If this card is not on your dashboard, choose **View All Cards** from either the center or right side of the screen and search for 'General Self-Service'. You can then pin it to your dashboard using the bookmark icon in the top right of the card.



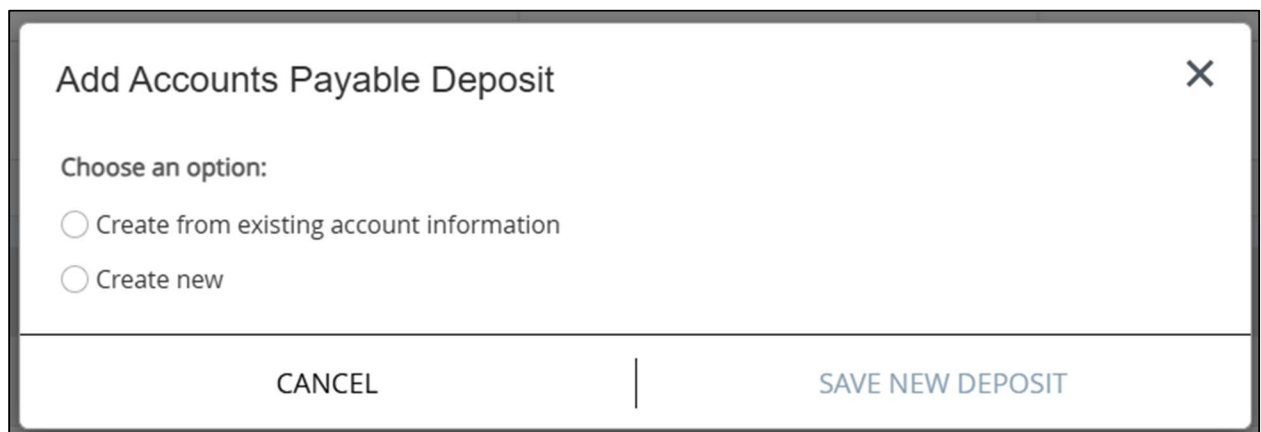
- When the General Self-Service Dashboard is open, click on the **Direct Deposit** option.



- Expand the **Accounts Payable Deposit** field and click **Add New** to add a new account.



- A pop up will ask if you would like to create from an existing account or create a new one.



- Selecting **Create New** will expand the selection fields and allow you to enter your Routing Number, Account Number, and Account Type. The Account Number must be entered twice. **Do not copy and paste the account number into the Verify Account Number field.** Instead, retype it to minimize the chance of an incorrect account number being enrolled. The Bank Name will automatically populate based

on the Routing Number you provide. **Check the box** to authorize direct debit. Select **Save New Deposit**.

Add Accounts Payable Deposit

Choose an option:

☐ Create from existing account information

☒ Create new

Bank Routing Number

Bank Routing Number

Account Number

Account Number

Verify Account Number

Verify Account Number

Bank Name

Account Type

Select a Type

☐ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

CANCEL

SAVE NEW DEPOSIT

6. If you have a direct deposit account enrolled for Payroll, you can use this account for Accounts Payable Direct Deposit. Choose the **Create from existing account information** option. Use the drop down to select the account you would like to enroll. **Check the box** to authorize direct deposit. Click **Save New Deposit**.

Add Accounts Payable Deposit

Choose an option:

☒ Create from existing account information

☐ Create new

USAA Federal Savings Bank

☐ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

CANCEL

SAVE NEW DEPOSIT

7. You will receive an email confirming enrollment whether you create a new account or enroll an existing account.

Direct Deposit Allocation Changed

N

noreply@gmu.edu

To [REDACTED]

Cc noreply@gmu.edu

☺

↩ Reply

↩ Reply All

➡ Forward

📧

⋮

Fri 10/3/2025 9:39 AM

Hello [REDACTED]

Please note that a change affecting your direct deposit allocation(s) was made on 03-OCT-2025 09:38:36. Employee paychecks are disbursed to Pay Distribution and student refund/employee reimbursements through Accounts Payable Deposit. This change was triggered by one of the following:

- Update via Patriot Web Self Service
- Update by an authorized administrator performing routine maintenance
- Update by automated data process

Please log into Patriot Web to review your direct deposit information and make sure it is accurate. If you have questions, please use the department guide below to determine which office you should contact.

Role	Allocation	Contact
Employee	Pay Distribution	Payroll Services payroll@gmu.edu (703) 993-2600
Employee	Accounts Payable Deposit	Accounts Payable acctpay@gmu.edu (703) 993-2580
Student	Accounts Payable Deposit	Student Accounts https://studentaccounts.gmu.edu/contact/ (703) 993-2000

Thank you,
Human Resources and Payroll
Accounts Payable
Student Accounts
George Mason

8. The enrolled account will show Active as the status in the Accounts Payable Deposit section.

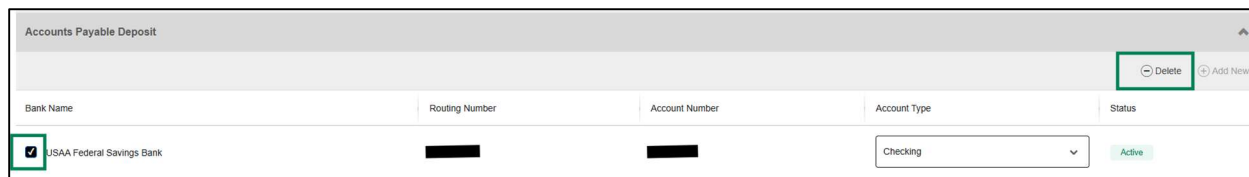
Account Type	Status
Checking	Active

9. You **do not** need to check the box at the bottom of the screen as this box is only to cancel changes you have made.

☐ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf	Cancel Changes	Save Changes
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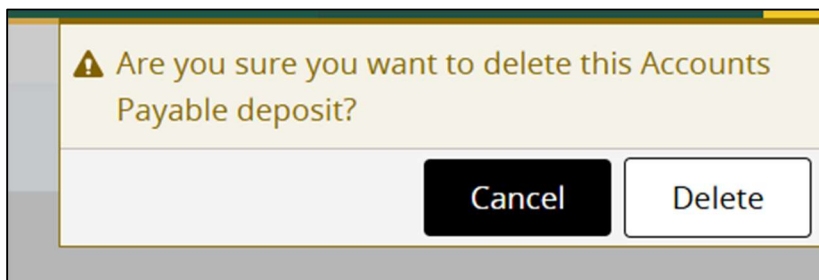
Remove Accounts Payable Direct Deposit

1. **Only one account can be enrolled at a time.** To remove or replace an account expand the Accounts Payable Deposit field. Select the enrolled account, click **Delete**.



The screenshot shows a web interface titled "Accounts Payable Deposit". At the top right, there are two buttons: "Delete" (with a minus icon) and "Add New" (with a plus icon). Below these is a table with columns: "Bank Name", "Routing Number", "Account Number", "Account Type", and "Status". The first row of the table shows "USAA Federal Savings Bank" selected with a checkbox, followed by redacted routing and account numbers, "Checking" as the account type, and "Active" as the status.

2. A pop up will appear that asks for confirmation to delete the account. Select **Delete**.



The screenshot shows a confirmation dialog box with a yellow background and a warning icon. The text inside reads: "Are you sure you want to delete this Accounts Payable deposit?". At the bottom of the dialog are two buttons: "Cancel" and "Delete".

3. If desired, you may add a new account. Refer to the Adding an account instructions above.