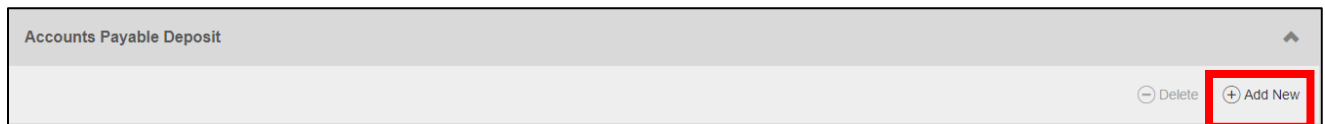# Direct Deposit for Reimbursements

Use this guide to establish or update your Accounts Payable Direct Deposit account in Patriot Web for travel and business expense reimbursements. For send questions regarding Accounts Payable Direct Deposit to acctpay@gmu.edu.

Step-by-Step

1. Login to https://patriotweb.gmu.edu/. (2FA is required, click here for more info)
2. On the *Personal Information* tab, select "Personal Information" and then "Direct Deposit Allocation"
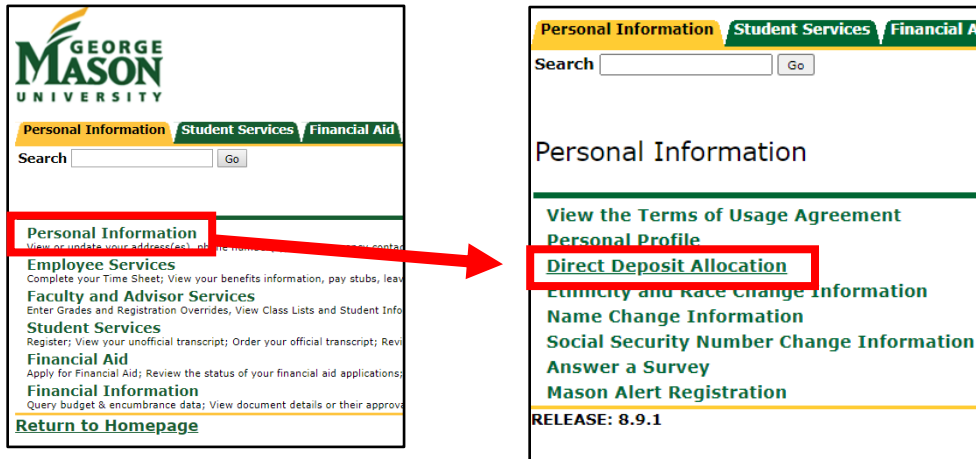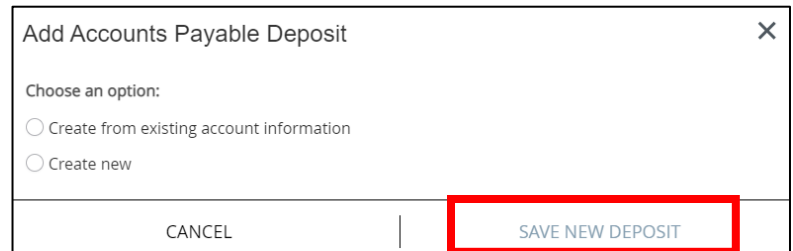

3. **Add New Deposit**. Scroll down to the Accounts Payable Deposit ribbon. Select **+Add New** and choose method.

To have your reimbursements deposited to your Payroll account, select *"Create from existing account information"* **and choose the account listed.**

To add a completely new account for reimbursements only select *"Create new"* and follow the prompts.

Don't forget to SAVE NEW DEPOSIT once completed.

4. **Change Current Deposit**. Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit. Select the existing accounts and then click on **-Delete** to verify the change. Once deleted, follow instructions above to **Add New Deposit**.