

Effective March 9, 2024 with the 2024R1 Feature Release, the previous Pay app has been retired, and Payment Elections now reside within the Expenses Hub.

re a paper check.

1. Within the **Menu**, select the **Expenses Hub** application

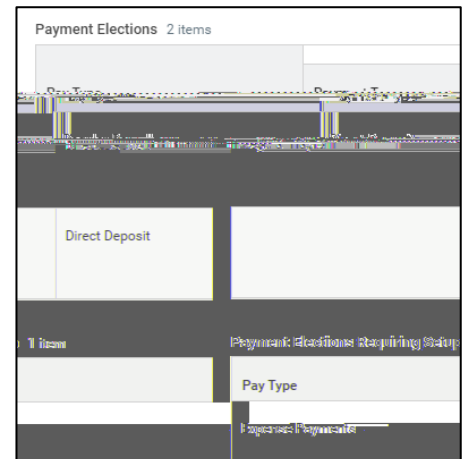


2. Select **Payment Elections** from within the left sidebar menu



3. The 'Accounts' section houses your banking information
 - a. Click the **Add** button to add a new bank account
 - b. Click the **Edit** button to edit the bank account information or **Remove** button to remove an account
 - c. Click the View button to view the bank account information
 - d. Click **OK**

4. The 'Payment Elections' section houses how you would like your payroll and expense payments (reimbursements) to be distributed
 - a. Click the **Add** button to add a new payment election
 - b. Click the **Edit** button to edit the account(s) and distribution amounts or percentages for Payroll and/or Expense Payments
 - c. Click **OK**



5. When finished making updates, you will receive an email and a notification of the change