

Reimbursement Method Procedure

Summary

The **Administration** (last) Icon, from the Tool Bar on the left, is where an IMRF Partner enters their Reimbursement Method. Only the Partner as Deduction Org Admin Role may enter or edit this information.

Procedure

1. From the Tool Bar, click the **Administration** (last) icon and select **Partner Information**.
2. Click on **Reimbursement Method** and Click **Edit** and select **Direct Deposit**.
3. Click the caret to select from the drop-down box the **Account Type** you wish to set up.
4. Enter the **Routing Number**.
5. Enter the **Bank Name**.
6. Enter the **Account Number**.
7. Click **Save**.

This procedure is complete.