

Member Access – How to Request a Split Payment



Image	Description
	<p>After logging in to Member Access, click the “Documents” widget.</p>
	<p>To request a direct deposit form, click on the “Other Documents” tab.</p>
	<p>Select “Application for Direct Deposit – Portal” from the dropdown list then click “Produce”.</p>

✓ **Document is being produced**

It can take a few minutes to produce the document. Once the document is done, click the document link in the table above to download and then print it as needed in order to complete your informations on hard copy.

If the document link does not display in the table, click the **Refresh** button.

A green box will appear letting you know your document is being produced.

Annual Statements & Tax Slips

Other Documents

Other Documents

 Refresh

▼ Name	▼ Type	▼ From	▼ Date
Application for Direct Deposit <small>New</small>	Form	IMRF	Apr 21, 2023

Documents 1 to 1 of 1

 Unable to view your document? 

Produce a document

Select the document you need and click **Produce**. The document will be generated from the information in your record.

 

After clicking “Refresh” your document should appear (this may take a couple minutes to produce).

Click “Application for Direct Deposit” to download the form.

If you are unable to view the documents, click “Unable to view your document?” to download Adobe Reader.

	<p>“Member Access – How to Send and Receive Secure Messages” QRC.</p>
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