



1. Login to the **AleraPay App**
2. Click **Profile** tab, from the tabs across the bottom of the screen,
3. Then Click **MANAGE BANK ACCOUNTS**

4. Enter your **Bank Account Information**

Routing and Account numbers

(As shown across the bottom of your personal checks).

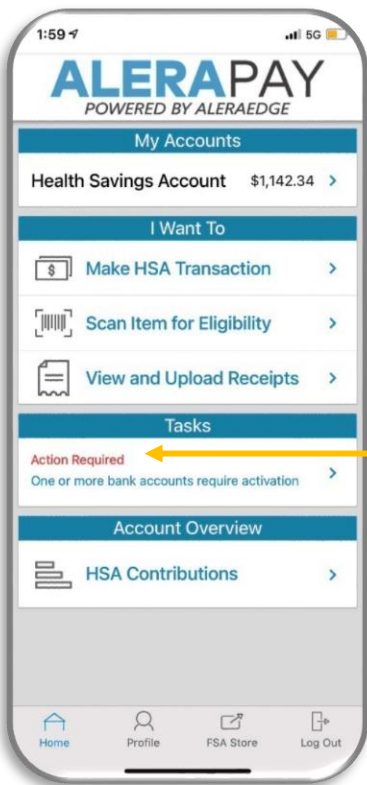
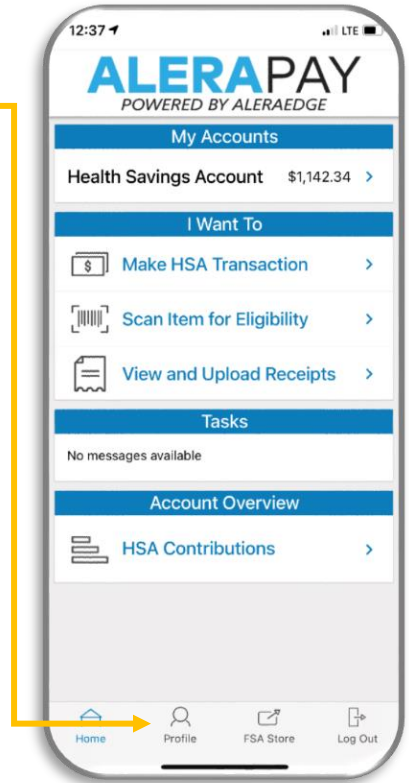
Then enter the Account Type and Account Nickname

(Ex: Jane's checking)

5. Click **OK** to **Verify your Bank Account**

NOTE: *this action deposits a small amount (under \$1.00) in your bank account, in the next 1-3 business days.*

You MUST confirm the deposited amount to activate your account for Direct Deposit.



6. Log into your **AleraPay App** and click on the **Tasks** notification. (see **Action Required**)

7. **Activate Bank Account** by entering the Amount deposited in your bank account and click **SUBMIT**.

Directions from your computer

From the aleraedge.com website select PARTICIPANT LOG IN, then from the drop-down menu, select **AleraPay** and then Log into your Account.

Contact Us | **Joe Smith**

Participant Account ID | 0001881505
 Username | Jsmith1
 Email Address | jsmith1@gmail.com
 Last Login | 4/1/2021 - Online

PROFILE

Profile Summary
Banking/Cards
 Payment Method
 Login Information

1. **Hover over Your name** at top of the screen to reveal the drop down list and click on **Banking Cards** from the dropdown list.

2. Then click **Add Bank Account**.

3. **Input your Bank Account Information**

Your Bank Name and Bank Address should populate based on your Routing Number input.

Once complete, click **Submit**

NOTE: Direct Deposit may appear as an Alternate method, if your account has a Debit Card.

Bank Account Information

Routing Number *

Account Number *

Confirm Account Number *

Account Type * Checking

Account Nickname *

Bank Institution Information

Bank Name *

Bank Address *

City

Select a state...

What's next?

Micro Deposit Account Verification:

A small deposit will be posted to your bank account and then immediately reversed.

You MUST login to your AleraPay account to activate payment to the account by entering the deposit amount

Activation will appear as a **Task**, if not completed.

Activation Details

To activate this bank account you must verify the amount that was deposited to the account below. You are allowed only two attempts before the account will be locked.

Bank Name JP MORGAN CHASE BANK

Routing Number XXX 1234

Account Number X.X 9999

Amount *

Enter the amount deposited into your account.

Tasks 1

! One or more bank accounts require activation