

# Set Up Direct Deposit for Reimbursement

Connecting your personal bank account to the Igoe Participant Portal for direct deposit is the fastest way to receive reimbursements. This guide will walk you through the process of setting up direct deposit, which involves a two-day verification of microtransactions. Follow the steps below to complete the setup within 48 business hours.

## Step 1. Gather Your Bank Information

Begin by gathering the necessary details for direct deposit:

- Your bank's name
- Your bank account number
- The type of account (checking or savings)
- Your bank's routing number

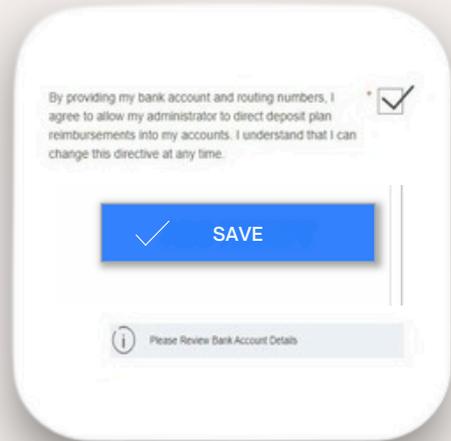
**Helpful Tip**  
 If you need help finding the routing number, contact your bank or have a copy of a check handy for reference during the next step of the process.



## Step 2. Enter Bank Information

Login to the Igoe Participant Portal using your username and password. Navigate to the "Profile" section, then click on "Edit" under "Reimbursement Method." Enter your bank account details carefully, ensuring all information is correct.

**Helpful Tip**  
 Double-check your bank account and routing numbers for accuracy. Errors will delay the verification process.



## Step 3. Verify Microtransactions

Within one business day, check your bank account for two small credit deposits and one debit transaction from Igoe's financial institution partner, "MBI." Log back into the Igoe Participant Portal and enter the exact amounts of the credits to verify your bank account.

**Helpful Tip**  
 If you don't see the microtransactions after one business day, wait an additional day before contacting us at 800-633-8818 (option 1) for assistance.

**You are now connected!**

Once the microtransaction verification is completed, your direct deposit setup is active. All future claims will be reimbursed directly to your connected bank account. If you encounter any issues during this process, please reach out to our support team.