# Electronic Payments Enrollment Steps

Please follow the steps below to enroll in Electronic Payments.

Electronic Payments are for **expense reimbursements *only*** and should not be confused with Support Staff payroll via check or direct deposit.

**Enrollment in Electronic Payments is mandatory.**

1. Log into the Portal.
2. Go to your *My Expenses* page.
   See https://help.issny.org/books/electronic-payments/page/my-expenses-page for more information.
3. Go to your *Payee Details* page.
   See https://help.issny.org/books/electronic-payments/page/payee-details for more information.
4. Complete the *Tax Information* form.
   See https://help.issny.org/books/electronic-payments/page/payee-details-taxpayer-information for more information.
5. Complete the *Electronic Payment Setup* form.
   See https://help.issny.org/books/electronic-payments/page/payee-details-epay-enrollment for more information.

> ⚠ You will **not** be enrolled to receive electronic payments until both the *Tax Information* and *Electronic Payment Setup* forms are completed and they are both verified as valid.

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Updated 04/08/25.

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Revision #9
★Created 2024-01-11 20:14:56 UTC by Elizabeth Lukan
✎Updated 2025-04-08 14:59:07 UTC by Elizabeth Lukan