Sign up for Pay Card

You have three options for receiving your pay: 1) direct deposit, 2) pay card or 3) through a paper paycheck. If you are considering the option of being paid through paper check, we encourage you to first review the following information.

Some reasons that we are offering pay cards as an option:

- Paychecks present a number of problems, the most important being the worry that your paycheck will arrive in the mail on payday and that it will not be lost or stolen along the way.
- Pay cards offer many of the advantages of being paid through direct deposit while allowing you the flexibility that could have factored into your decision to choose paper paychecks in the past.
- Similar to direct deposit, your money is available on payday morning.

What is a pay card and how do I use it?

- The card is a Visa prepaid debit card. Each pay period your pay will be loaded onto the card.
- Each time you use the card, the purchase amount is deducted from the amount of money available on the card. Balance information is available through an App, website or phone call.
- You enjoy benefits similar to those of having a debit card, with the ability to initiate transactions through PIN code or signature. You may also pay bills over the phone or through online websites.
- You have the ability to receive cash back with point-of-sale transactions at participating retail locations, using your PIN code.
- ATM withdrawals are available from tens of thousands of in-network locations.
- More information is available by clicking Frequently Asked Questions.

How You Can Sign Up for the Pay Card:

1. Click on and review the Cardholder Agreement, Fee Schedule, and Privacy Policy documents.
2. Click on and review the instructions, and then complete and sign the form.
   a) Visit the UCPath portal and click on “Ask UCPath Center” to submit the electronically signed form.
   b) Select Topic = ‘Payroll’
   c) Select Category = ‘Submit Form - Payroll Administration’
   d) Enter Subject = ‘Personalized pay card enrollment’
   e) Choose Add Attachment to upload your signed form and click on Submit.
3. A pay card enrollment confirmation, along with next steps, will be returned in one business day.

If you have any additional questions or need other services, please visit UCPath and click on “Ask UCPath Center” to submit an inquiry. You may also contact the UCPath Center to speak with an associate Monday – Friday 8:00 a.m.–6:00 p.m. at (855) 982-7284.