



Dear DePaul Employee!

We are excited to introduce you to our payroll system as well as a pay card option for those who don't have direct deposit available through a bank or credit union. Below you will learn how to access **Avionte** (payroll system) as well as some of the perks to signing up and/or switching to **rapid! Paycard**.

### **LOGGING ON TO THE DEPAUL PAYROLL SYSTEM (AVIONTE)**

1. Navigate to [dpi.avionte.com](http://dpi.avionte.com), and then click “**sign in**” (upper right corner). You will land on the sign in page.
2. If you **applied online**, use the username and password that you used to apply with DePaul.
3. If you **applied in person** (paper application) enter your username and password as follows:
  - Username – your unique username is comprised of your first name, followed by a period, then your last name, and then the last two numbers of your social security number. **First Name.Last Name##**
  - Password – your unique password is comprised of the word “DPI” and then the last four numbers of your social security number. **DPI####**
4. **Click on your name** (upper right corner), then click home.
5. **Click on additional information** (middle right side)
6. **Click “continue”**.
7. **Click “pay history”**. From here you will be able to see the following.
  - Paychecks
  - Year To date
  - Work History
  - W-2
  - Accrual (PTO Balance)

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### **ENROLLING IN NEW PAY CARD (RAPID!)**

The rapid! PayCard® is an exciting financial resource for employees who do not have traditional bank accounts. Buy what you need – the rapid! PayCard® is accepted at millions of merchants worldwide – wherever Debit MasterCard or Visa debit cards are accepted. Shop online or over the phone with greater flexibility than ever. Cardholders can also access funds at no additional cost through a range of options. Cardholders have access to an interest-bearing savings account or “purse,” which lets them earn interest similar to that of other bank savings accounts. Bill Pay<sup>1</sup> feature lets cardholders pay their routine bills over the phone or Web portal using the funds on their cards. They can choose from over 6,000 billing companies and pay multiple bills in just minutes.

<sup>1</sup> This optional offer is not a MetaBank® product or service nor does MetaBank endorse this offer.

Here are some of the perks for signing up with our new pay card and more information is available at <https://rapidpaycard.com>:

### **Cardholder Benefits**

**Being a rapid! PayCard® cardholder provides you endless benefits including these and many more:**

YES – Convenient access to pay, even on vacation  
YES – Access to a savings account  
YES – Ability to make purchases and pay bills<sup>1</sup> online  
YES – Tools for making airline and hotel reservations  
YES – Protection with our Networks<sup>2</sup> Zero Liability Policies<sup>3, 4</sup>

NO paycheck cashing fees  
 NO more wasted time picking up and cashing paychecks  
 NO lost checks  
 NO overdraft fees  
 NO need to carry large sums of money

**With loads of features at no cost the rapid! PayCard is a smart payroll solution for employees.**

NO CHARGE Multilingual customer service 24x7x365  
NO CHARGE Transactions on each pay period  
NO CHARGE Access to monitor transactions online, instantly

NO CHARGE Text Message Alerts<sup>5</sup>  
 NO CHARGE Cash back at PIN thousands of point-of-service locations  
(1,000's of locations)  
 NO CHARGE Access to the rapid! Cashback Rewards<sup>1</sup>

**Remember: The rapid! PayCard works wherever Debit MasterCard or Visa debit cards are accepted.**