1. Log into Priority Software FBS: [https://usc.fbs.io/](https://usc.fbs.io/)

2. Select Settings icon.

3. Click Manage PayAliases

4. Fill-in the following:
   - **PayAlias**: Name of the account
   - **Start Date**: Account's start date
   - **Account**: Workday's worktag string (ie. Order Reference: Activity)
   - **Active**: Check