

Ronald Reagan Fitness Center Allotment Instructions – EPA Only

1. Go to Employee Express webpage
2. Log in using your login ID and password
3. On the main menu, select “Financial Allotment”
4. Select “start” where it states “select start to begin a new allotment”
5. Enter the following information
 - Routing Number: 051036706
 - Fitness Center Account Number: 310006
 - Account Type: Checking
6. Enter the appropriate feeds according to your grade level (see the table below).
7. Follow the prompts to complete the transaction. Show a copy of your receipt (press “Ctrl+p” to print a copy of your receipt from Employee Express) or your Leave and Earnings Statement to fitness center staff for validation

GS Level	Annual	Bi-Weekly
GS 6 and below	\$52.0	\$2.00
GS 7 to GS 10	\$156.00	\$6.00
GS 11 to GS 12	\$260.00	\$10.00
GS 13 to GS 15	\$338.00	\$13.00
SESSs	\$468.00	\$18.00