

Document Submission & Payment Timeline

Please complete and submit your required documents as soon as possible. Once your itinerary has been approved by your IIE Advisor, you may purchase your tickets.

Please note that the first grant payment cannot be disbursed more than one month prior to your grant start date.

IlePAY

Your grant payments will be paid to you via IlePAY, IIE's digital payment service. With IlePAY, money is transferred directly into your bank account within a few days of when the payment is ready. Your first grant payment will be sent to you via IlePay.

IlePAY: How to Register & Receive Your First Payment

1. You must have an active U.S. bank account to receive payments
2. Log into your bank account online and confirm that you can access it. Some banks may require you to reset your password the first time you log in. You must do this before you follow the next steps.
3. IlePay is a service provided by Zelle. Visit the [Zelle](#) website to register with IlePay.
 - a. Find and click on your bank. If your bank is not listed, select "My bank is not listed."
 - b. Click the button that says "Go to (your bank)". This will bring you to your bank's website.
 - c. Log into your bank account, scroll down, select "Accept Terms", and click on "Enroll".

Now, you are registered with IlePay and are ready to receive payments!

Important: Make sure the email address on file with your bank is the same primary email address on file with IIE. If you need to change the primary email address on file with IIE, please update your information on the [IIE Participant Portal](#) or contact your IIE Program Manager.

4. You will receive an email from Bank of America (payments@ealerts.bankofamerica.com) on or around your program start date. This email indicates that your payment is ready for transfer. If you have correctly followed steps 1-4 above, you will receive your payment shortly after receiving the email.
 - It is okay if you receive this email before you open your U.S. bank account or register for IlePay with Zelle.
 - This email, and your first payment, is linked to the **start date of your program**.
 - If you fail to register for IlePAY within 14 days of receiving the email, your payment will be automatically canceled.
 - If your grant dates change or you need more time, please contact your IIE Program Manager, so that we can make adjustments and have a new email sent.
 - If you do not receive the email within 5 days of your program start date, check your Spam/Junk folder; if you do not find it there, contact your IIE Program Manager.

[Customer Experience Details](#)

[IlePay FAQ](#)