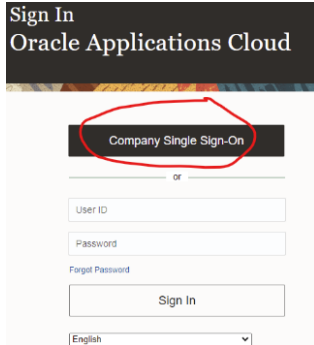


Adding or Changing Direct Deposit Information for Employees

- 1) [UWinsite Finance | Finance Department \(uwindsor.ca\)](http://uwindsor.ca)

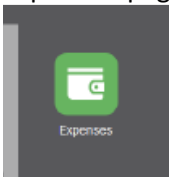
Log in using 'Company Single Sign-On' then you should automatically be sent to your finance home page.



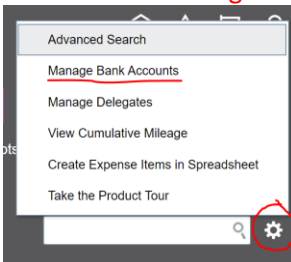
- 2) Click on the 'UWinsite Finance' button, then click on the button that looks like a house in the upper right-hand corner of the page, which will take you to paragraph 3 of the 'Delegate Access' document and continue thereon.



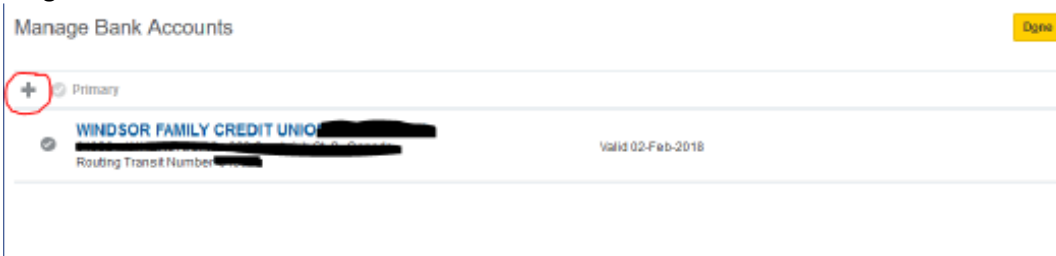
- 3) Click on the green wallet icon (circled in red below), which should open up a 'Travel and Expenses' page.



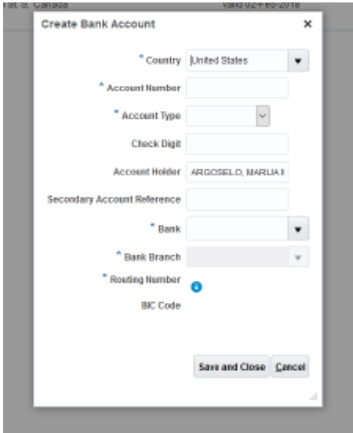
- 4) On the Travel and Expenses page, to the far right, is an icon that looks like a 'gear' (Go To Task) – click on the gear and it will bring up a list of tasks to choose from.
 - Click on 'Manage Bank Accounts' link.



- 5) If you already have an account set up, it will show up like below. To add a new account, click the + sign



- 6) The following pop-up window will appear. Complete the information. You can get the information off of a blank cheque or a bank deposit form or some banking apps will provide the information. Click save and close.



Create Bank Account

Country: United States

Account Number: []

Account Type: []

Check Digit: []

Account Holder: ARDOSELO, MARLIA

Secondary Account Reference: []

Bank: []

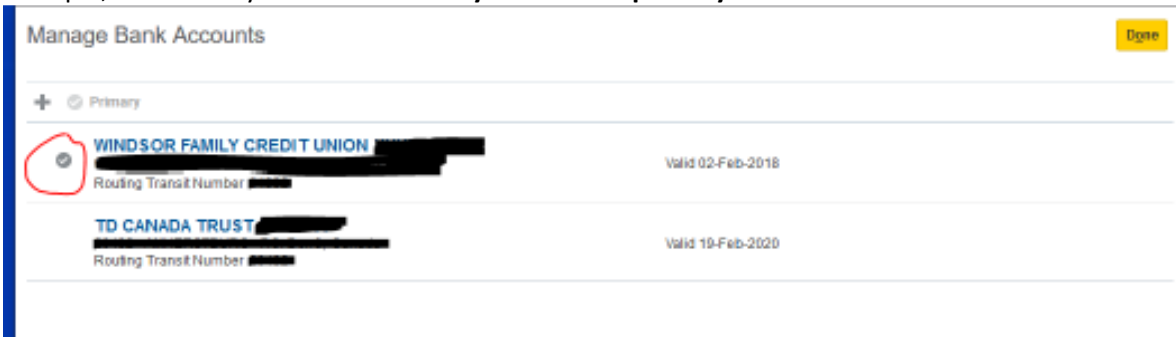
Bank Branch: []

Routing Number: []

BIC Code: []


Save and Close Cancel

- 7) You will now see the account added. If there was one already there before, then both will appear as below, but if there wasn't one then you will only see the one you added. If there are multiple, make sure you select **the one you want as 'primary'**. Click done.



Manage Bank Accounts Done

+ Primary

 WINDSOR FAMILY CREDIT UNION [REDACTED]	Valid 02-Feb-2018
TD CANADA TRUST [REDACTED]	Valid 10-Feb-2020