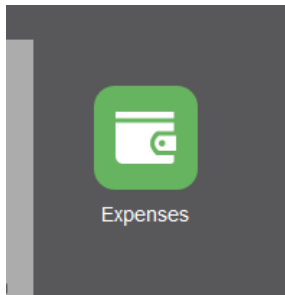
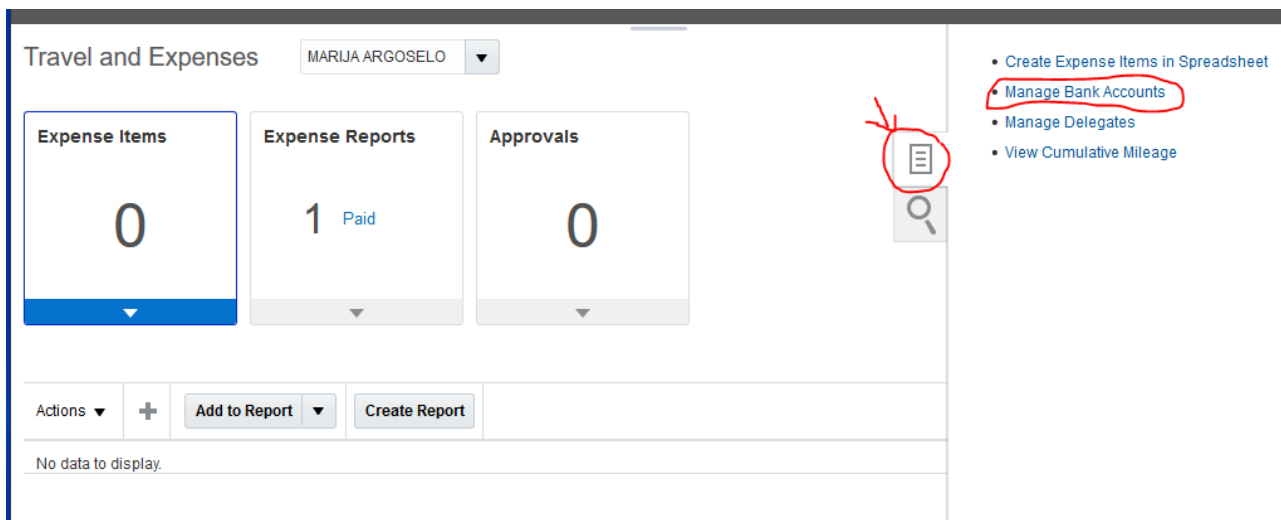


Adding or Changing Direct Deposit Information for Employees

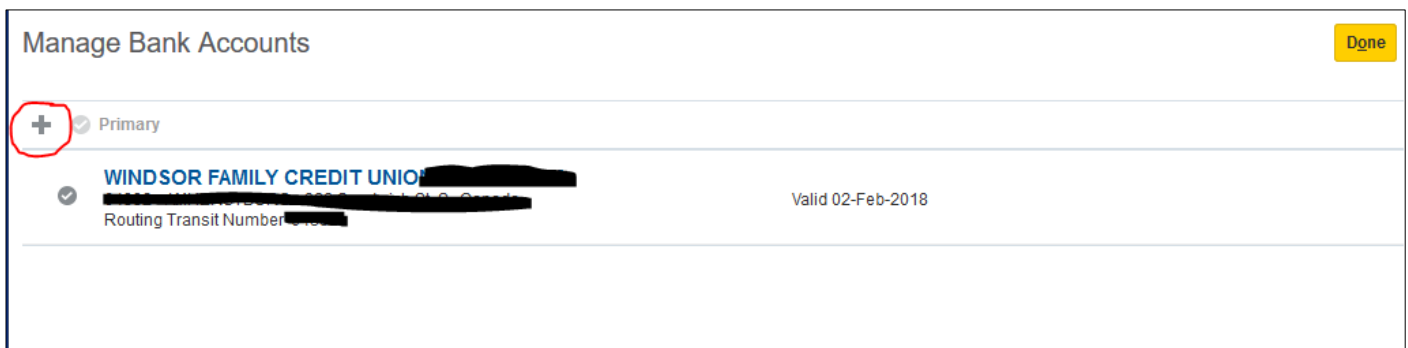
- 1) <https://login.net.uwindsor.ca/idp/profile/SAML2/Redirect/SSO?execution=e4s1>
- 2) Log in using your UWIN ID and password.
- 3) Once you're in, click on the little house on the top right of the screen to make sure you're on the home page. You should then see a 'dashboard' with a few app icons. Click on the green wallet called "expenses".



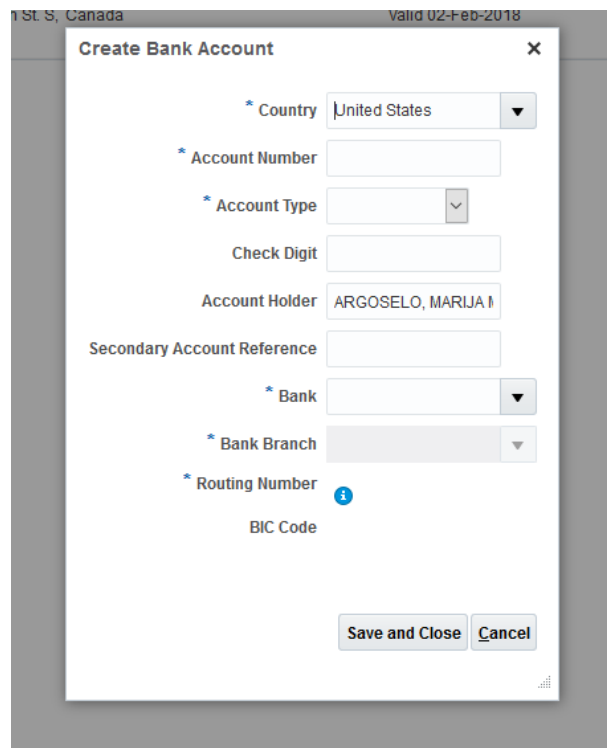
- 4) Click the menu button on the far right (see red arrow below) and several options will appear. Click **Manage Bank Accounts**.



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

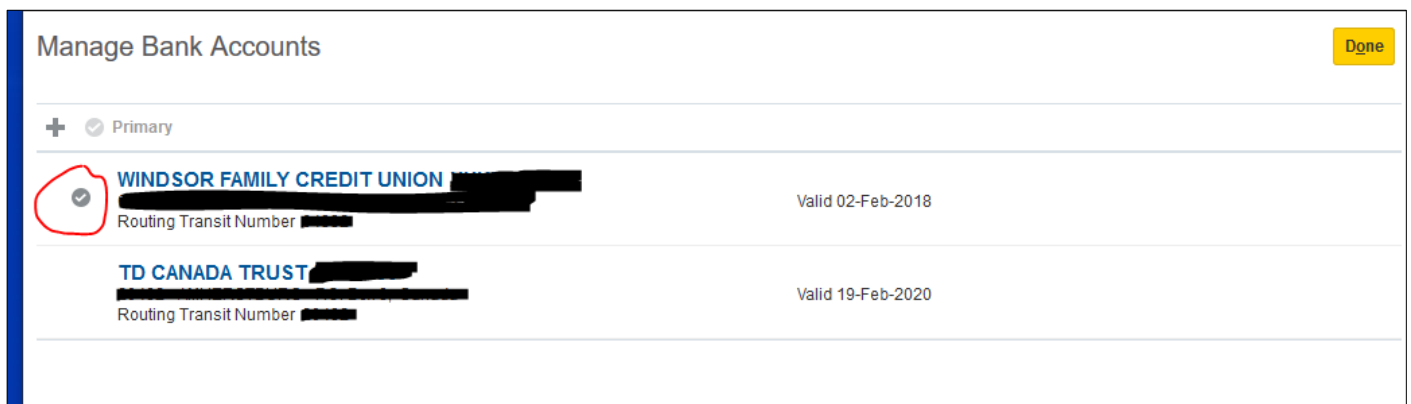


- 6) The following pop up window will appear. Complete the information. You can get the information off of a blank cheque or a bank deposit form or some banking apps will provide the information. Click save and close.



A screenshot of a 'Create Bank Account' pop-up window. The window has a title bar with '1st St. S, Canada' and 'Valid 02-Feb-2018'. The form contains the following fields: Country (dropdown menu with 'United States' selected), Account Number (text input), Account Type (dropdown menu), Check Digit (text input), Account Holder (text input with 'ARGOSELO, MARIJA I'), Secondary Account Reference (text input), Bank (dropdown menu), Bank Branch (dropdown menu), Routing Number (text input with an information icon), and BIC Code (text input). At the bottom are 'Save and Close' and 'Cancel' buttons.

- 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.



A screenshot of the 'Manage Bank Accounts' screen. The title 'Manage Bank Accounts' is at the top left, and a yellow 'Done' button is at the top right. Below the title is a section with a plus icon and a checked radio button labeled 'Primary'. There are two bank accounts listed: 'WINDSOR FAMILY CREDIT UNION' with a red circle around its radio button, and 'TD CANADA TRUST'. Both accounts show their names, routing transit numbers (redacted), and validity dates (02-Feb-2018 and 19-Feb-2020 respectively).