

WyoCloud

Direct Deposit Setup

This guide will cover:

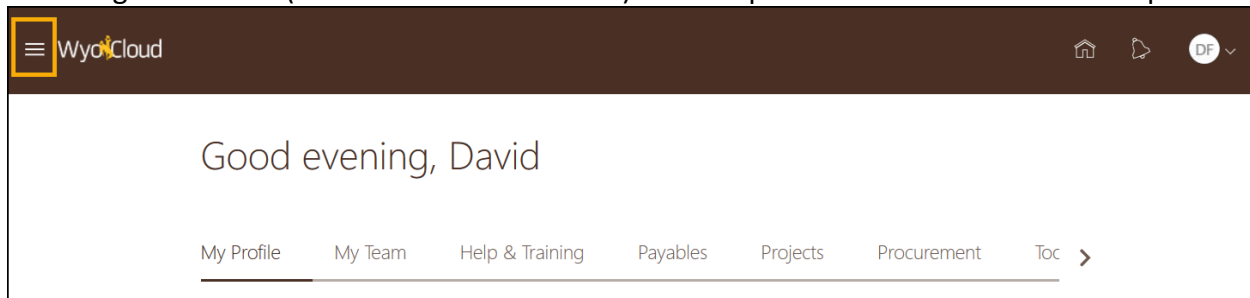
- *Setting up your direct deposit information for reimbursements and cash advances.*



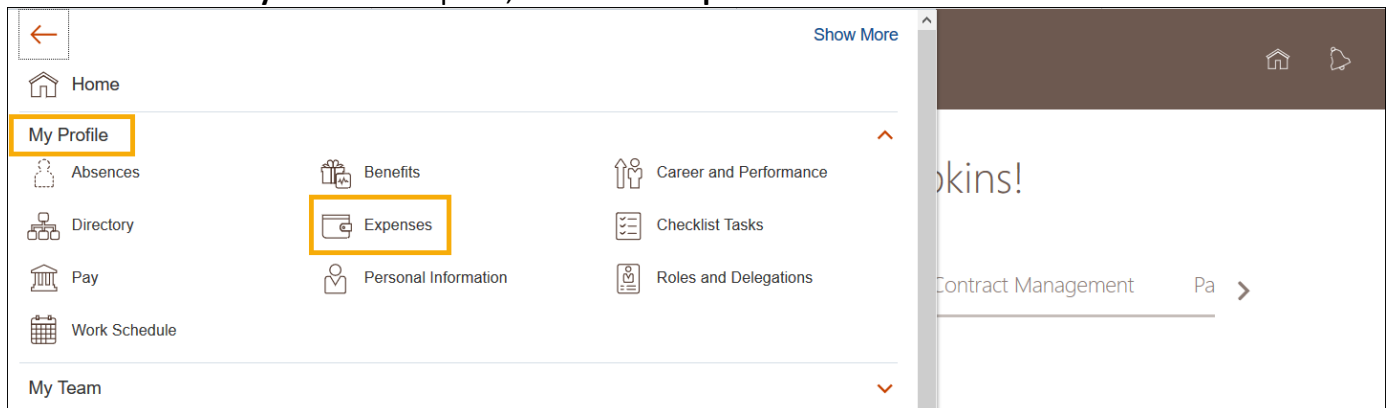
Note: If you have delegated submission of your expense report, the delegate will not be able to view or edit your direct deposit information.

Step One

- Upon accessing WyoCloud from WyoWeb, this home page will display. Click on the Navigator button (the three horizontal lines) in the top left-hand corner to access Expenses.

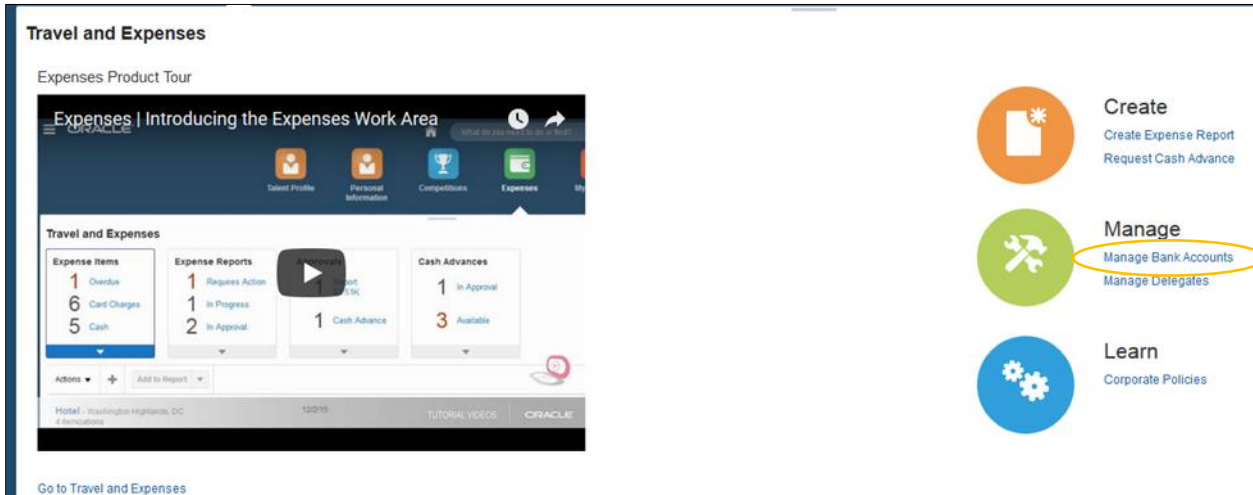


- First click **My Profile** to expand, then select **Expenses**.

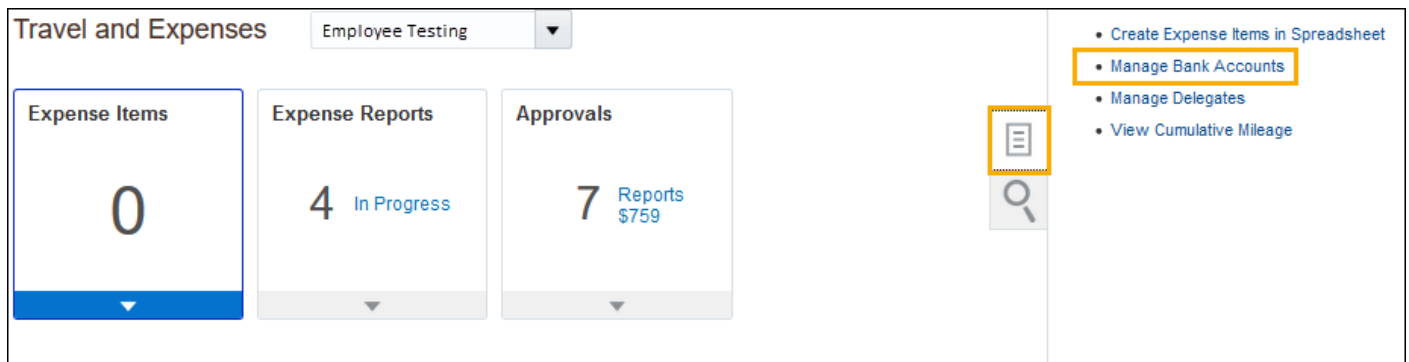




- The **Travel and Expenses** page will display.
- There are two possibilities of how your main *Travel and Expenses* screen may display. In both cases, select the **Manage Bank Accounts**.
 - Travel and Expenses page, option one:



- Travel and Expenses page, option two. In this view, select the **Task** icon on the right side of the screen then **Manage Bank Accounts**.



Step Two

- Select the plus sign (+) to add a bank account for your direct deposit.





- A **Create Bank Account** window displays.
- Complete the follow fields:
 - **Country** – defaults to United States
 - **Account Number** – enter your bank account number
 - **Account Type** – select one from the drop down (**Checking, Money market, Saving**)
 - **Account Holder** – this defaults to your login name
 - **Bank** – Enter the financial instituion name
 - **Bank Branch** – enter the location of the financial institution
 - **Routing Transit Number** – enter the routing number for your financial institution
 - **Active** – check this box make this an active direct deposit account
- Click **Save and Close**.

Create Bank Account [X]

* Country ▼

* Account Number

* Account Type

Check Digit

Account Holder

Secondary Account Reference

Bank

Bank Branch

* Routing Transit Number

BIC Code

Active

Save and Close

- The newly created direct deposit bank account is listed on the **Manage Bank Accounts** page.
- Click **Done**.

Manage Bank Accounts [Done]

+ Primary

<input checked="" type="radio"/> First Interstate XXX5555 Cheyenne, United States Routing Transit Number 092901683	Checking Valid 7/13/2017
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Step Three

Updating the primary bank account for **expense reimbursements** or **cash advances only**.



- To change the primary bank account for direct deposit, select the line of the bank account you wish to be the primary. The selected line should change color, in this example, the blue line is the selected line.

Manage Bank Accounts Done

+ Primary

<input checked="" type="checkbox"/> Uni-Wyo Employees Fcu XXX [REDACTED] [REDACTED] Uni-Wyo Employees Fcu, United States Routing Transit Number [REDACTED]	Checking Valid 5/28/2019
<input checked="" type="checkbox"/> UniWyo FCU XXXXXXXXXXXX [REDACTED] United States Routing Transit Number [REDACTED]	Checking Valid 9/18/2018

- Click on the **Primary** button

Manage Bank Accounts Done

+ **Primary**

<input checked="" type="checkbox"/> Uni-Wyo Employees Fcu XXX [REDACTED] [REDACTED] Uni-Wyo Employees Fcu, United States Routing Transit Number [REDACTED]	Checking Valid 5/28/2019
<input checked="" type="checkbox"/> UniWyo FCU XXXXXXXXXXXX [REDACTED] United States Routing Transit Number [REDACTED]	Checking Valid 9/18/2018

- A check mark will display next to the bank account identifying it as the primary for direct deposit on expense reimbursements/cash advances. Click **Done**.

Manage Bank Accounts Done

+ Primary

<input checked="" type="checkbox"/> Uni-Wyo Employees Fcu XXX [REDACTED] [REDACTED] Uni-Wyo Employees Fcu, United States Routing Transit Number [REDACTED]	Checking Valid 5/28/2019
<input checked="" type="checkbox"/> UniWyo FCU XXXXXXXXXXXX [REDACTED] United States Routing Transit Number [REDACTED]	Checking Valid 9/18/2018

You have now completed the steps to Add/Edit Direct Deposit for Expense Reimbursements/Cash Advances.