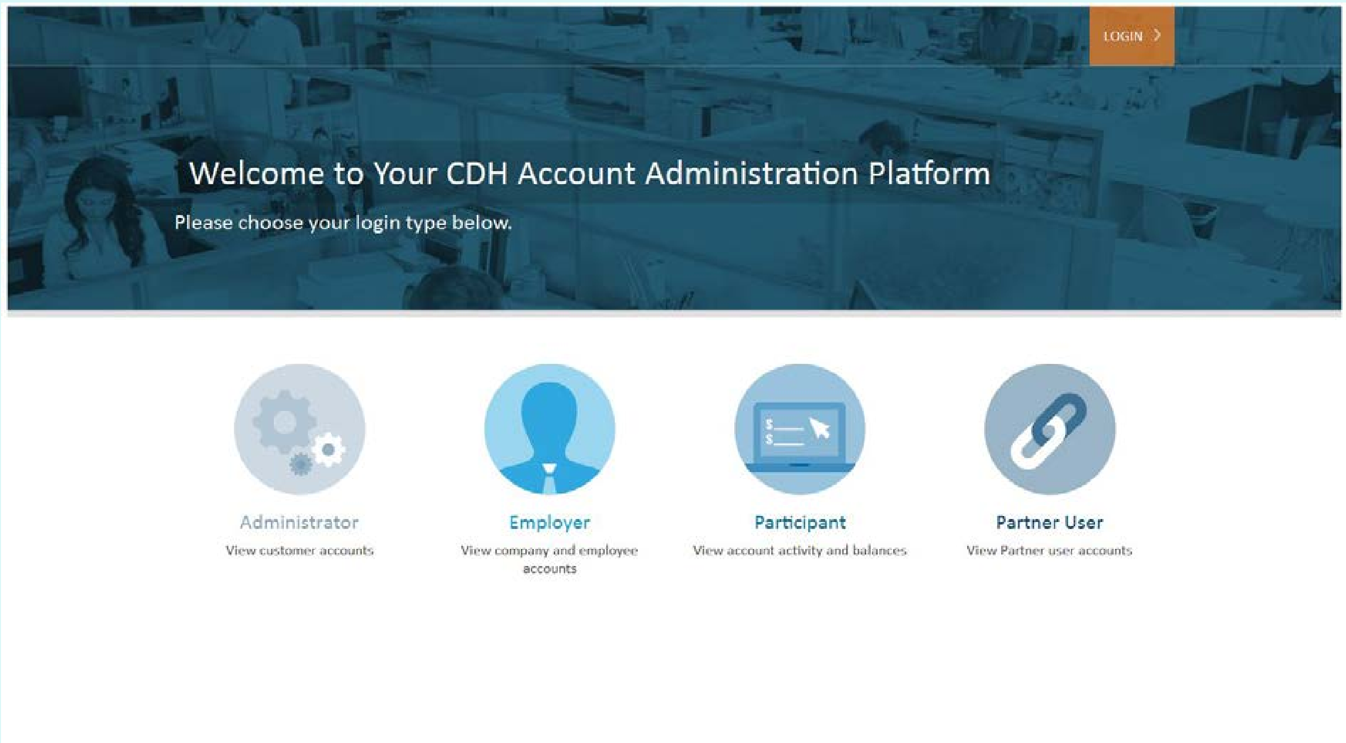
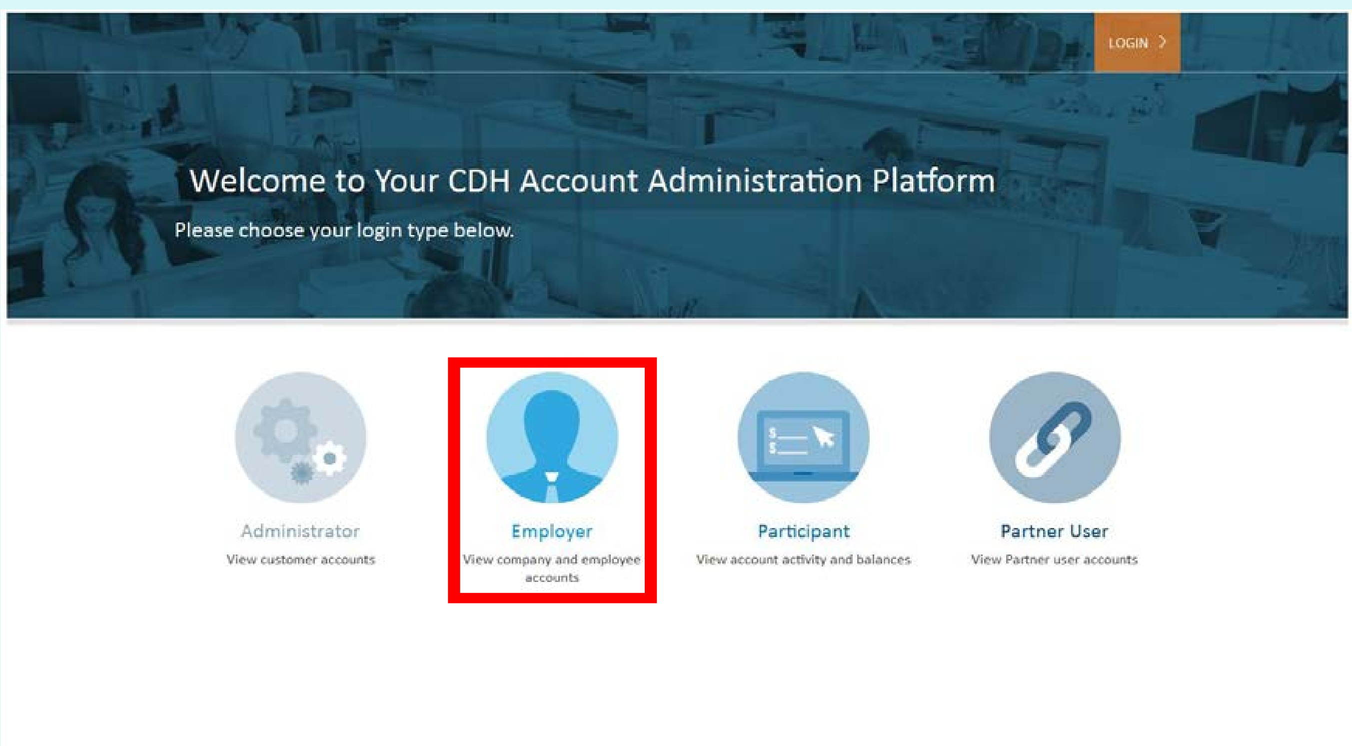
How To Add Direct Deposit Information

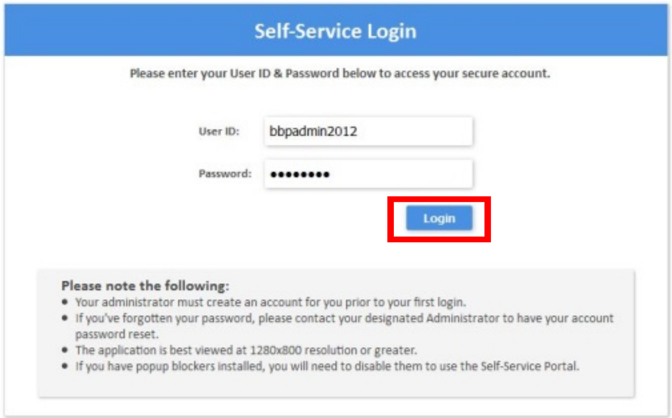
1. Go to https://www.wealthcareadmin.com/default.aspx



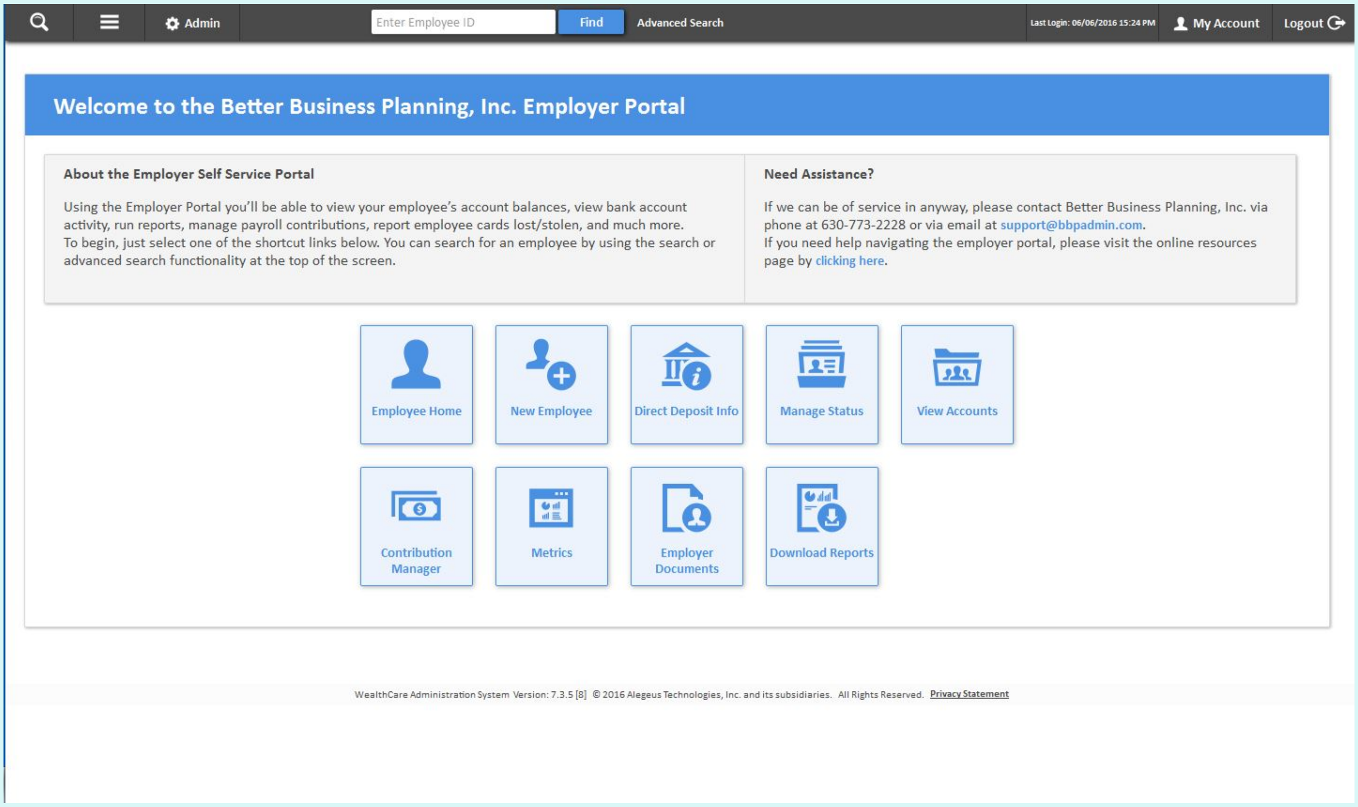
2. Click on the "Employer" button.



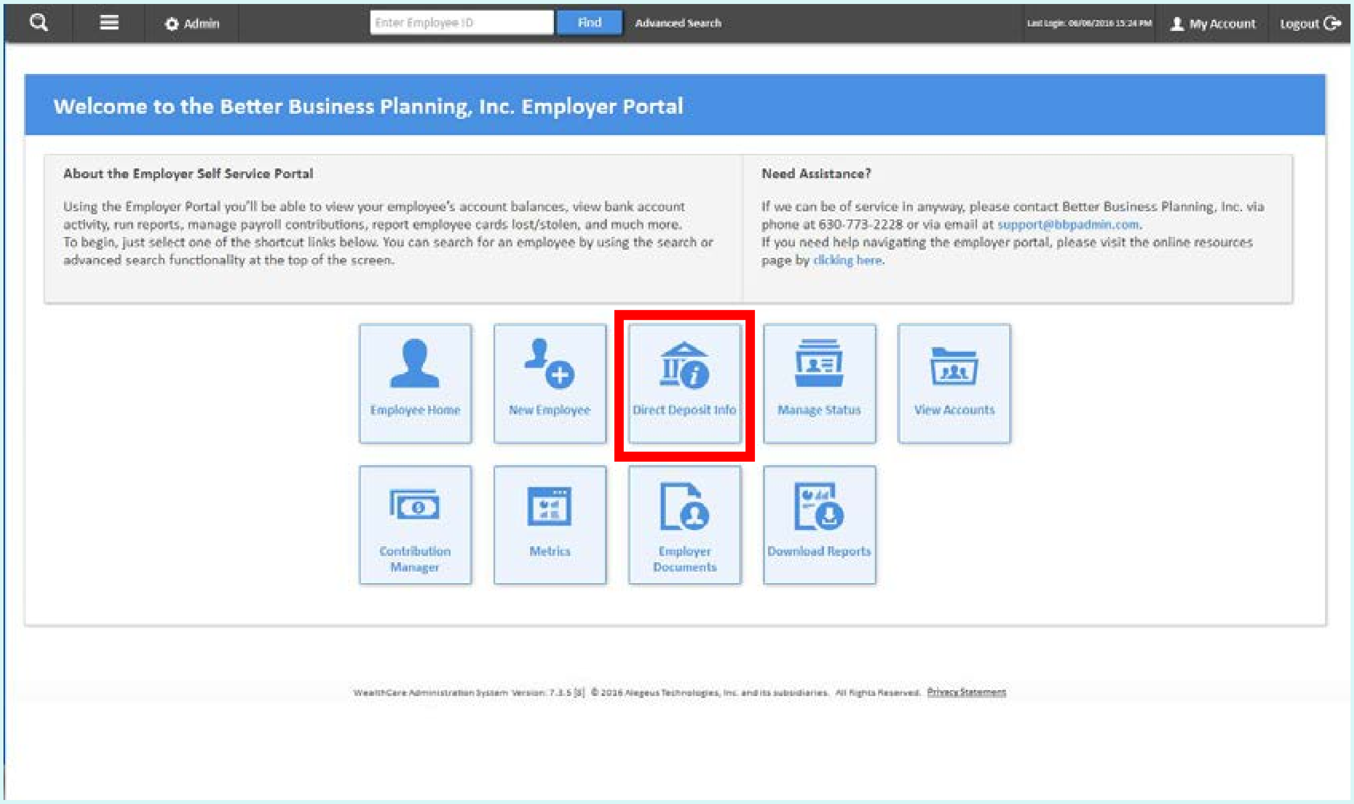
3. The put in your User ID and Password then click the “Login” button.



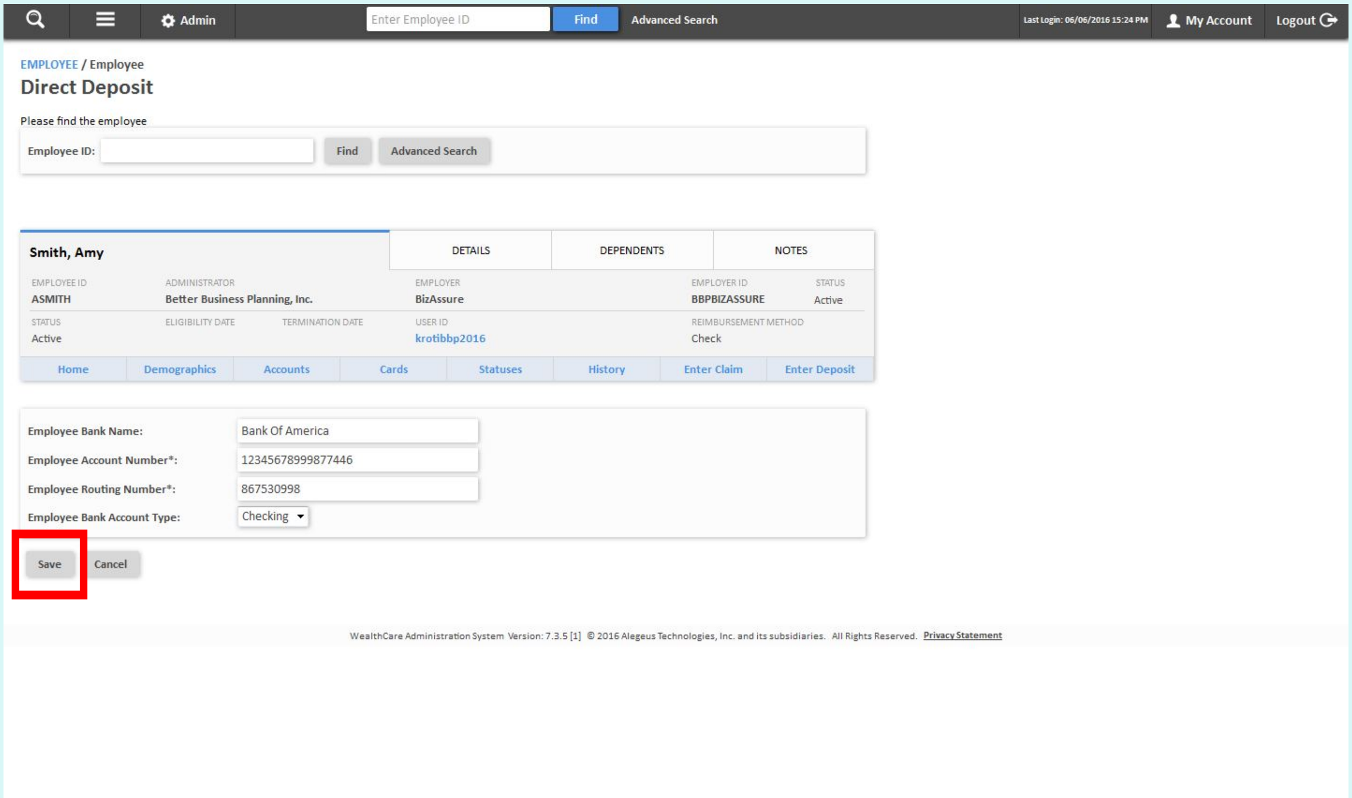
4. You are now on your Employer Portal home screen.



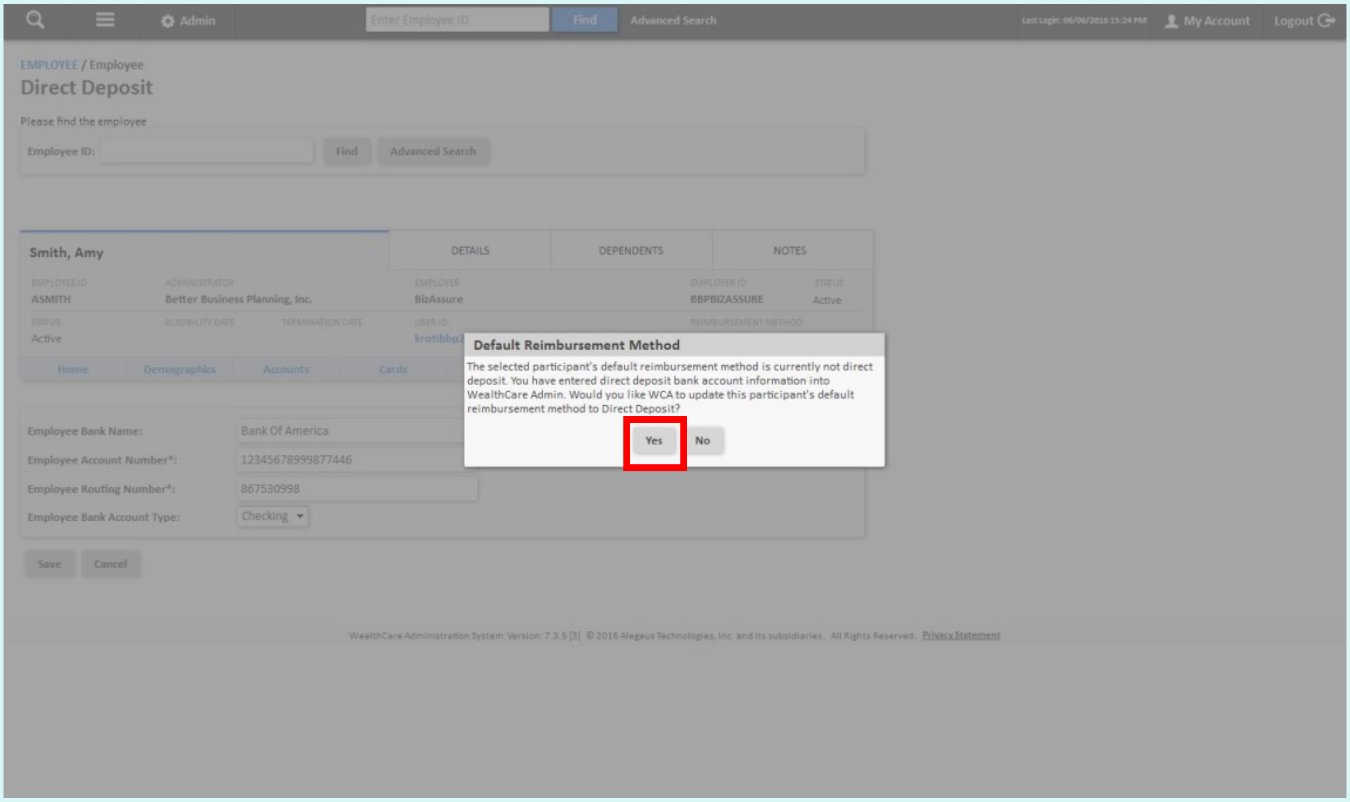
5. **Click the "<u>Direct Deposit Info</u>" button.**



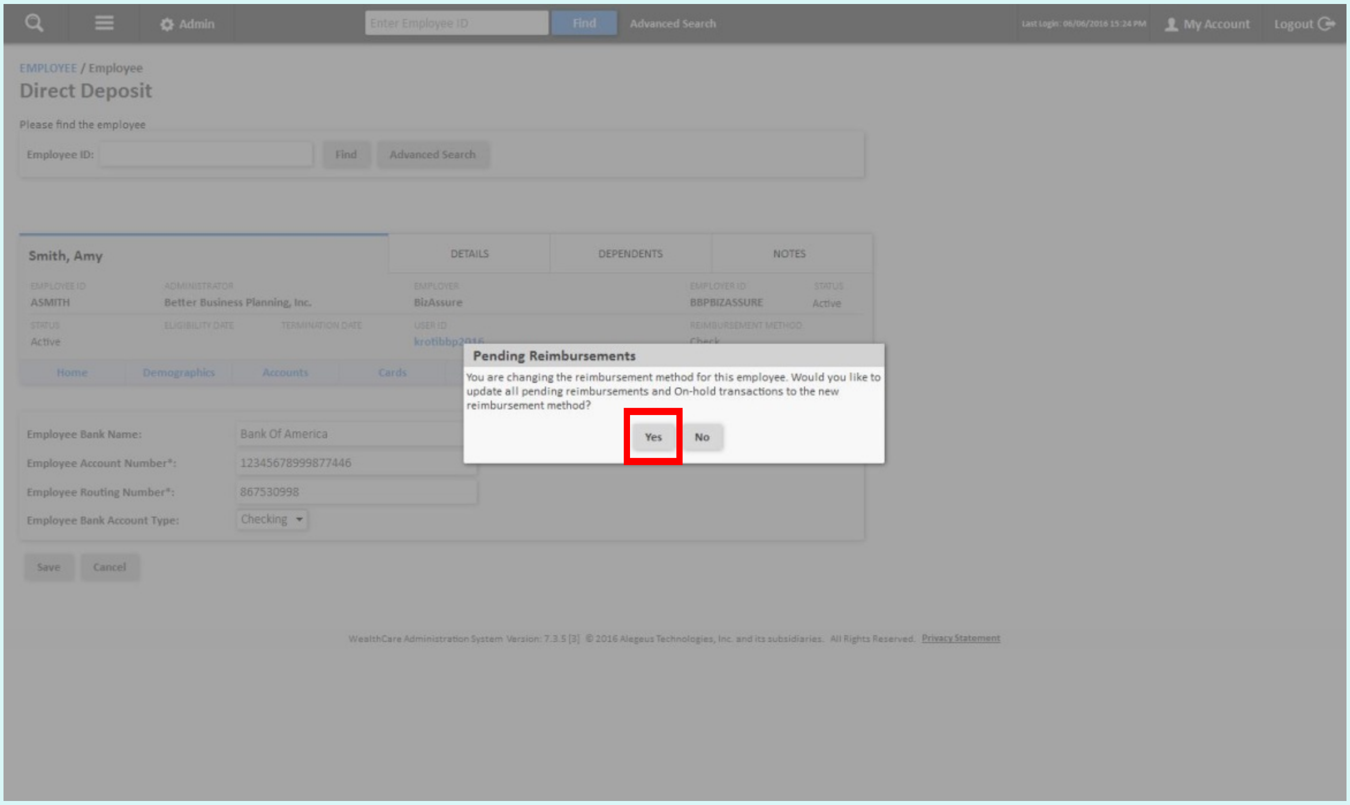
6. **Insert the required information and click the "<u>Save</u>" button once you've finished.**



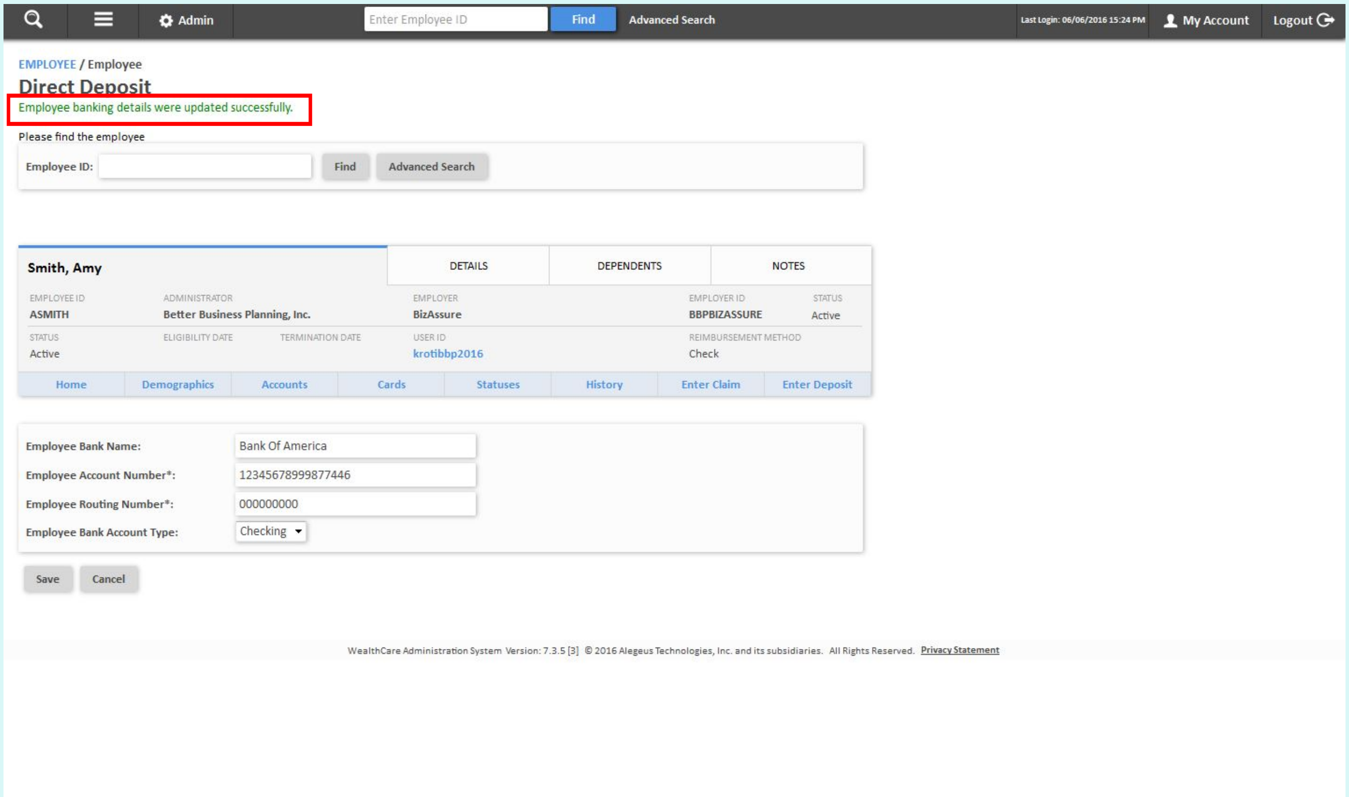
7. You will then be prompted with a message saying that you've created a Direct Deposit account for an employee whose deafult reimbursement method isn't Direct Deposit. By clicking the "<u>Yes</u>" button, Direct Deposit will become the deafult method of reimbursement.



8. You are then prompted with another message clarifying that you are changing the deafult reimbursement to Direct Deposit. By clicking the "Yes" button you update all pending reimbursements and on-hold transactions to the new reimbursment method.



9. **After clicking the "yes" button you are brought back to the Direct Deposit screen. Green text will now show saying that the employee banking details were updated successfully.**



Thank you for choosing Better Business Planning!