

## Instructions for Electronic Deposits of Advances and/or Expense Reimbursements

We now have the capability of sending your advances and/or expense reimbursement payments directly to your bank. Please use the following instructions to set up your bank information in Web Advisor so you may receive electronic payment for these items. If you change banks at any time, please update your information accordingly.

- x Login in to My JU.
- x Scroll down to 'Web Advisor'.
- x Select 'Employees'.
- x Under 'Financial Information' select 'Bank Information (Not for Payroll)'.

- x Enter the bank information you want your advances or reimbursements to go to.
- x 'Account Type' options are 'Savings' or 'Checking'.
- x Click on 'Receive payment advice via' and 'MFI' will automatically populate.
- x The 'Effective Date' will automatically populate the current date.
- x Under 'Confirmation Email Address' enter your email address.
- x Select 'I Agree' under 'Terms and Conditions' and 'SUBMIT' your information.

After mail notifying you that your funds are available, should you have any questions, please contact Chris Downs ext. 7705.