

Accounts Payable Direct Deposit Directions:

1. Open Wingspan
2. Click Personal Information (top left)
3. Click Personal Information Dashboard (top left)
4. Click Direct Deposit (middle right)
5. Scroll Down to "Accounts Payable Deposit" and Click "Add New" (bottom right)
6. Select your payroll direct deposit account or enter a new account.
7. You're done!

This is so much faster than waiting for a mailed check!

Question? Email accountspayable@winthrop.edu

Step-by-step screen shots:

