## 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:

Home	Person	al Informa	ntion I	inance		_
Perso	nal In	formati	on			- 8
Persona	Informat	tion Dashbo	bard			- 8
Account	Summar	y & Paymer	nt Gatewa	ау		- 8
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