**Employee E-check instructions**

**Did you know Niagara University offers reimbursement through E-check?**

**To sign up:**

**1.     Log in to WebAdvisor**

**2.   Click Bank Information (under Financial Information)**

**3.   Fill in your bank information where you would like to funds deposited to**

**4.  Read the terms and conditions**

**5.  Click Submit**

**6.   All set! Your reimbursements will now be sent directly to the bank account you entered**

**\*It may take up to 1-2 weeks to process**