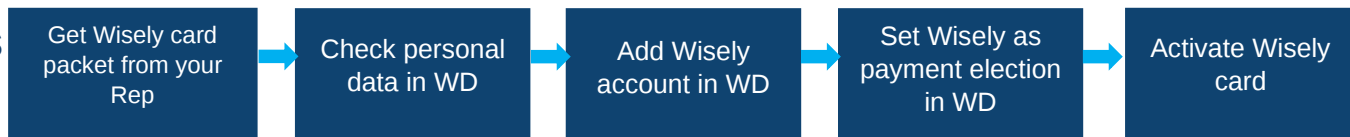


How Users Enroll in Wisely – Not for DailyPay Users

Description

Wisely allows you to receive your pay electronically as a direct deposit onto a pay card. Employees who do not use DailyPay should perform the following steps to get started.

Process

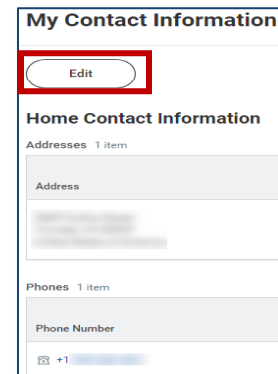
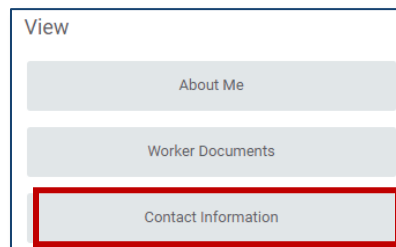
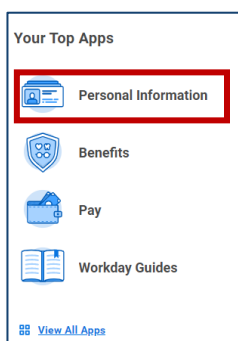


Get a Wisely packet from your HR/Payroll Representative

Check the accuracy of your personal data in Workday

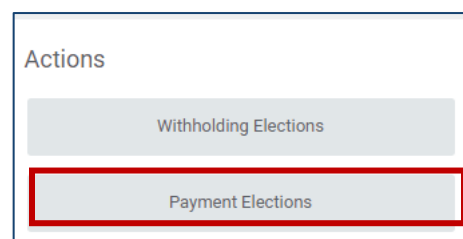
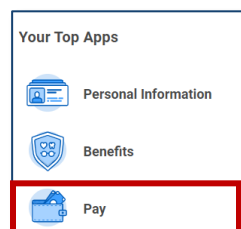
1. Sign in to [Workday](#).
2. Click [**Personal Information**].
3. Click [**Home Contact Information**].
4. View your address and phone number. If correct, move to the next step.
If incorrect, click [**Edit**] and add your current information. Then click [**Submit**].

 **Note:** Your address should be your physical address, **not a PO box**.

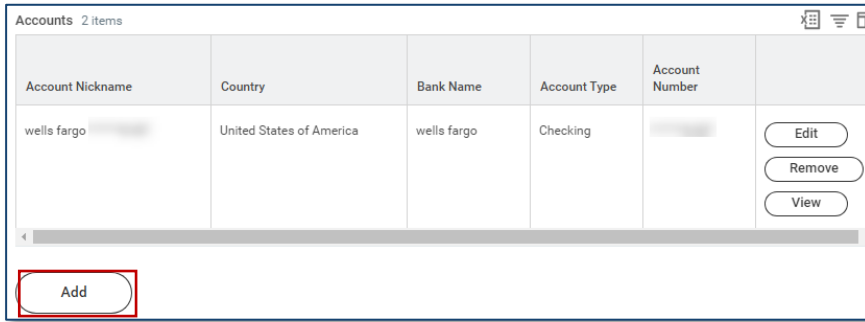


Add Wisely to your accounts in Workday

1. Return to the Workday home page by clicking on the Workday icon.
2. Under “Your Top Apps”, click [**Pay**].
3. Under “Actions”, click [**Payment Elections**].



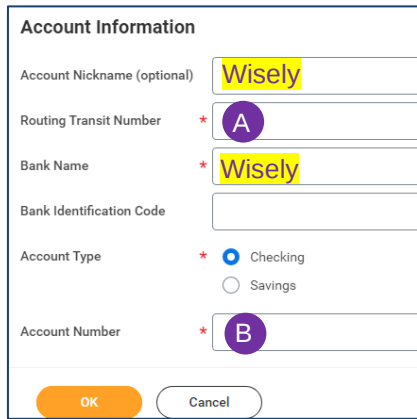
4. Under the “Accounts” section, click **[Add]**.



Account Nickname	Country	Bank Name	Account Type	Account Number	
wells fargo	United States of America	wells fargo	Checking		Edit Remove View

Add

5. Type your Wisely account information (Fields A and B).
- a. This information can be found in your Wisely welcome packet.
6. Update: **Account Nickname**: “Wisely” and **Bank Name**: “Wisely”



Account Information

Account Nickname (optional) **Wisely**

Routing Transit Number * **A**

Bank Name * **Wisely**

Bank Identification Code

Account Type * ☒ Checking ☐ Savings

Account Number * **B**

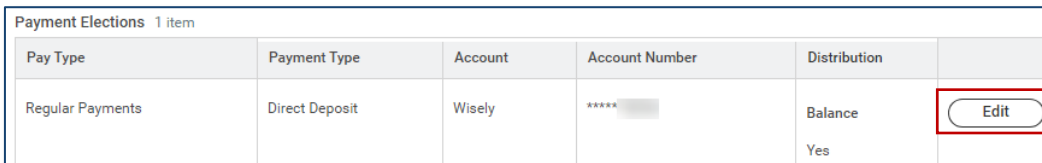
OK **Cancel**



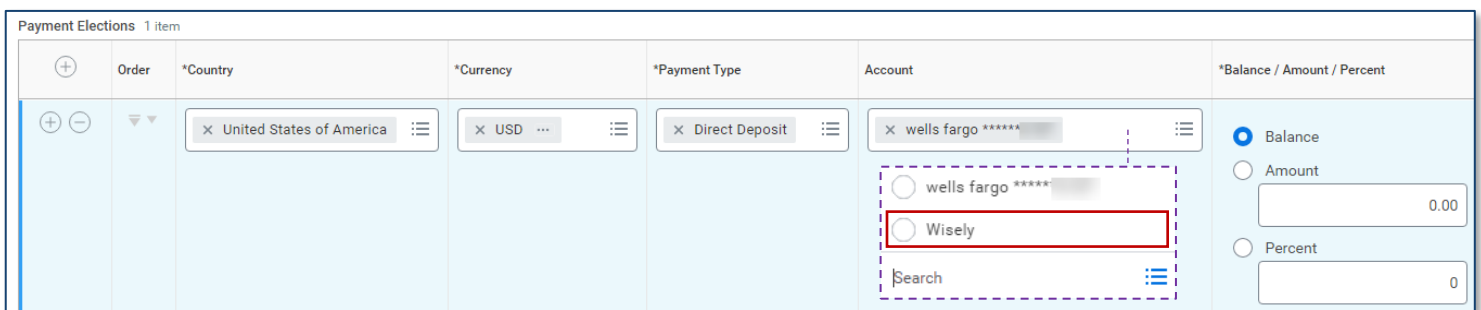
Sample Wisely packet.

Select Wisely as your payment election

1. Under “Payment Elections”, click **[Edit]**.
2. Under “Account”, click the dropdown and select Wisely. Then click **[OK]**.



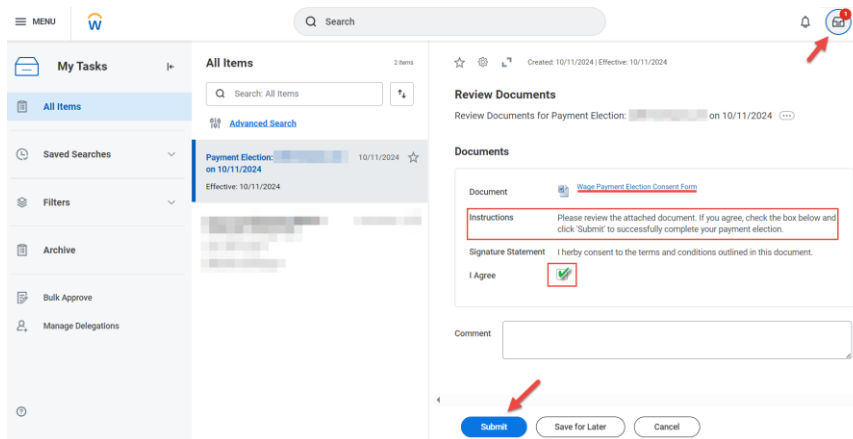
Pay Type	Payment Type	Account	Account Number	Distribution	
Regular Payments	Direct Deposit	Wisely	*****	Balance	Edit
				Yes	



Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
+	United States of America	USD	Direct Deposit	wells fargo ***** wells fargo ***** Wisely Search	☒ Balance ☐ Amount ☐ Percent 0.00 0

Now perform payment election consent

1. Click the Workday In-Box on the top right hand side of your screen
 2. Open the Payment Election Review notice
 3. Review the attached document
 - a. If you agree, click the “I Agree” box” and click [SUBMIT].
-  **Note:** *If you do not perform this task, your payment election will not update.*



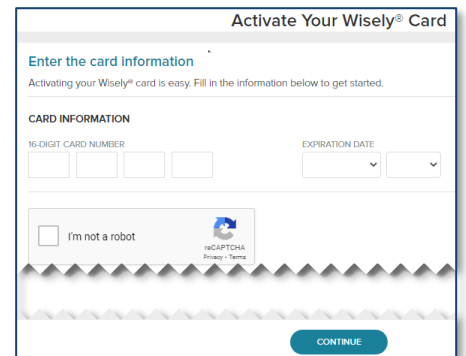
The screenshot shows the Workday interface. On the left is a sidebar with 'My Tasks' and 'All Items'. The main area displays a 'Review Documents' section for a 'Payment Election' on 10/11/2024. It includes a document titled 'Wage Payment Election Consent Form' with instructions to review and click 'Submit'. Below the document is a signature statement 'I hereby consent to the terms and conditions outlined in this document.' and an 'I Agree' checkbox that is checked. At the bottom, there is a 'Comment' field and three buttons: 'Submit' (highlighted with a red arrow), 'Save for Later', and 'Cancel'.

Activate your Wisely card

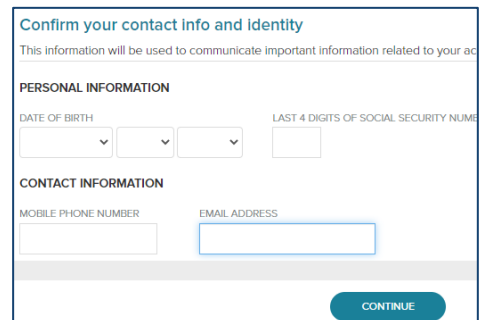
1. 24 hours after you update Workday, go to ActivateWisely.com.

 **Note:** You can also activate your Wisely card using the myWisely app or by calling Wisely at 1-866-313-6901.

2. Complete the “Card Information” prompts.
 - A. Type your 16-digit card number.
 - B. Type your card’s expiration date
 - C. Confirm you’re not a robot.
 - D. Click [Continue].
3. Complete the “Contact Info and Identify” prompts.
 - A. Type your date of birth.
 - B. Type the last four digits of your SSN.
 - C. Type your mobile phone number.
 - D. Type your email address.
 - E. Click [Continue].



The screenshot shows the 'Activate Your Wisely Card' form. It has a title 'Activate Your Wisely Card' and a subtitle 'Enter the card information'. Below this is a note: 'Activating your Wisely card is easy. Fill in the information below to get started.' The form has two main sections: 'CARD INFORMATION' and a CAPTCHA section. The 'CARD INFORMATION' section has a '16-DIGIT CARD NUMBER' field (a long input box) and an 'EXPIRATION DATE' field (a dropdown menu). The CAPTCHA section has a checkbox labeled 'I'm not a robot' and a 'CONTINUE' button at the bottom right.



The screenshot shows the 'Confirm your contact info and identity' form. It has a title 'Confirm your contact info and identity' and a subtitle 'This information will be used to communicate important information related to your account'. The form has two main sections: 'PERSONAL INFORMATION' and 'CONTACT INFORMATION'. The 'PERSONAL INFORMATION' section has a 'DATE OF BIRTH' field (a dropdown menu) and a 'LAST 4 DIGITS OF SOCIAL SECURITY NUMBER' field (a short input box). The 'CONTACT INFORMATION' section has a 'MOBILE PHONE NUMBER' field (a long input box) and an 'EMAIL ADDRESS' field (a long input box). At the bottom right is a 'CONTINUE' button.

4. Complete the “PIN” prompts.
 - a. Type your PIN.
 - b. Confirm your PIN.
 - c. Check the box to agree to the Electronics Communication Consent.
 - d. Check the box to agree to the Cardholder Agreement and Fee Schedule and the Privacy Policy.
5. When complete, you’ll see a congratulations screen. Your card is now active.

Set your PIN
Choose a 4-digit number you can use for purchases and to access ATMs nationwide.

SET 4-DIGIT PIN
Please keep this number private.

SET PIN

CONFIRM PIN

☒ I have read, understand, and agree to the terms of the Electronic Communication Consent.

☒ I have read, understand, and agree to the terms of the Cardholder Agreement and Fee Schedule.

Congratulations!

Your card is now active. You can begin using it right away.

Have you set up your Wisely card with direct deposit?
Set up your direct deposit using [these instructions](#) so you can begin spending and get the most out of your card.

Wisely Support

Need help? Contact the Wisely support team.



Wisely Assistant - on the myWisely app or myWisely.com



Card/Check holder Services at 866-313-6901

Bilingual support available