Steps

1. Sign on to Webadvisor (http://webadvisor.lclark.edu)

2. Password and ID are the same as email

3. Select Employees

4. Choose Bank Information (Under Financial Information tab)

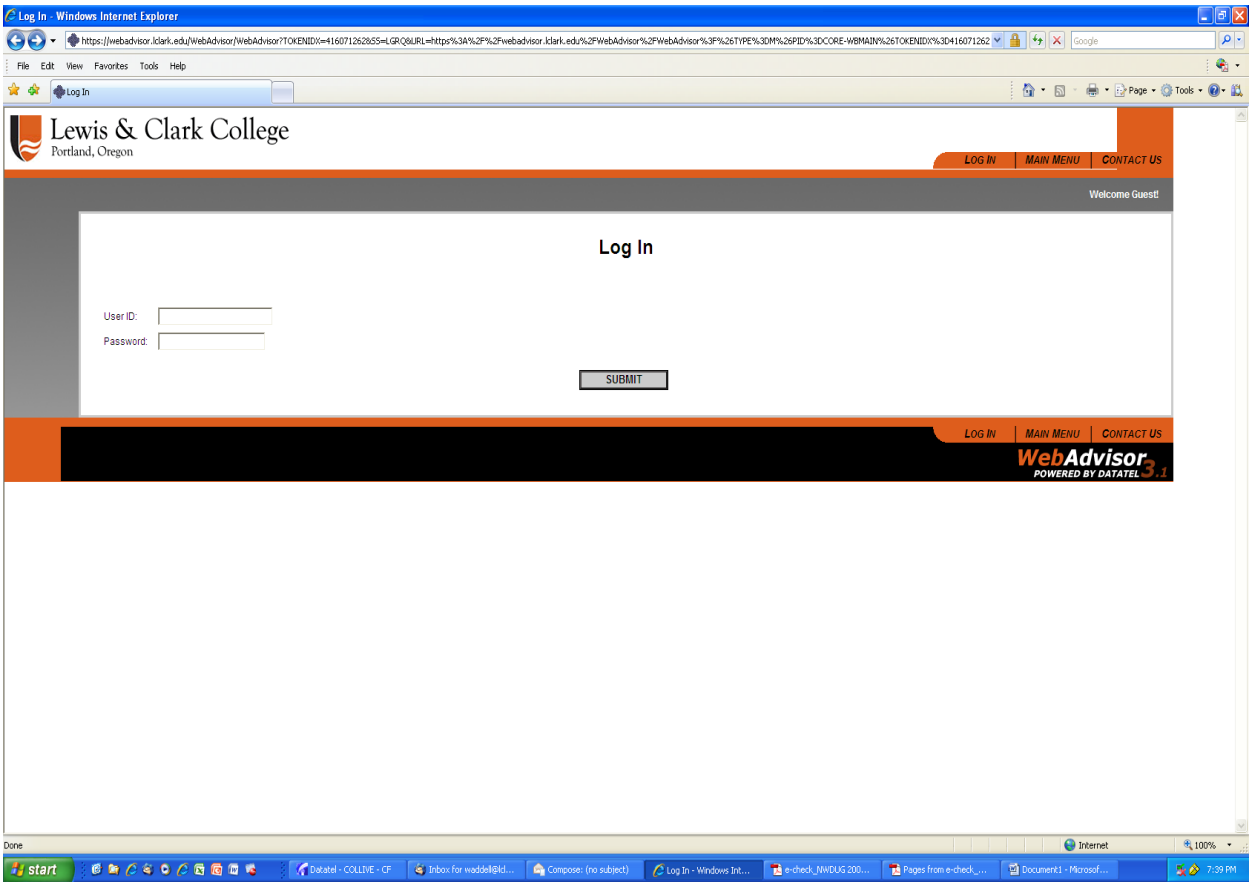
5. Enter Bank Routing and Account Number (twice)

6. Choose Account Type (checking or savings)

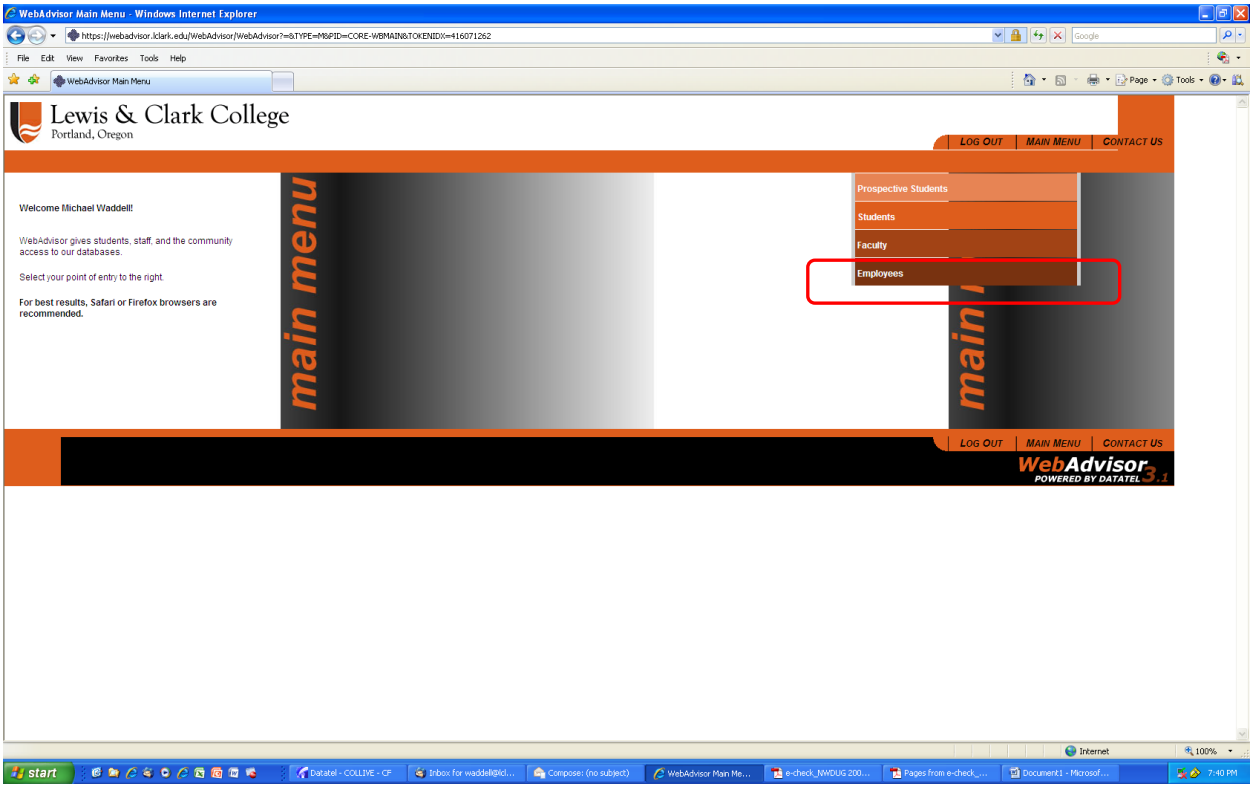
7. Select payment advice via method (Preferred method is email)

8. Agree to terms and conditions

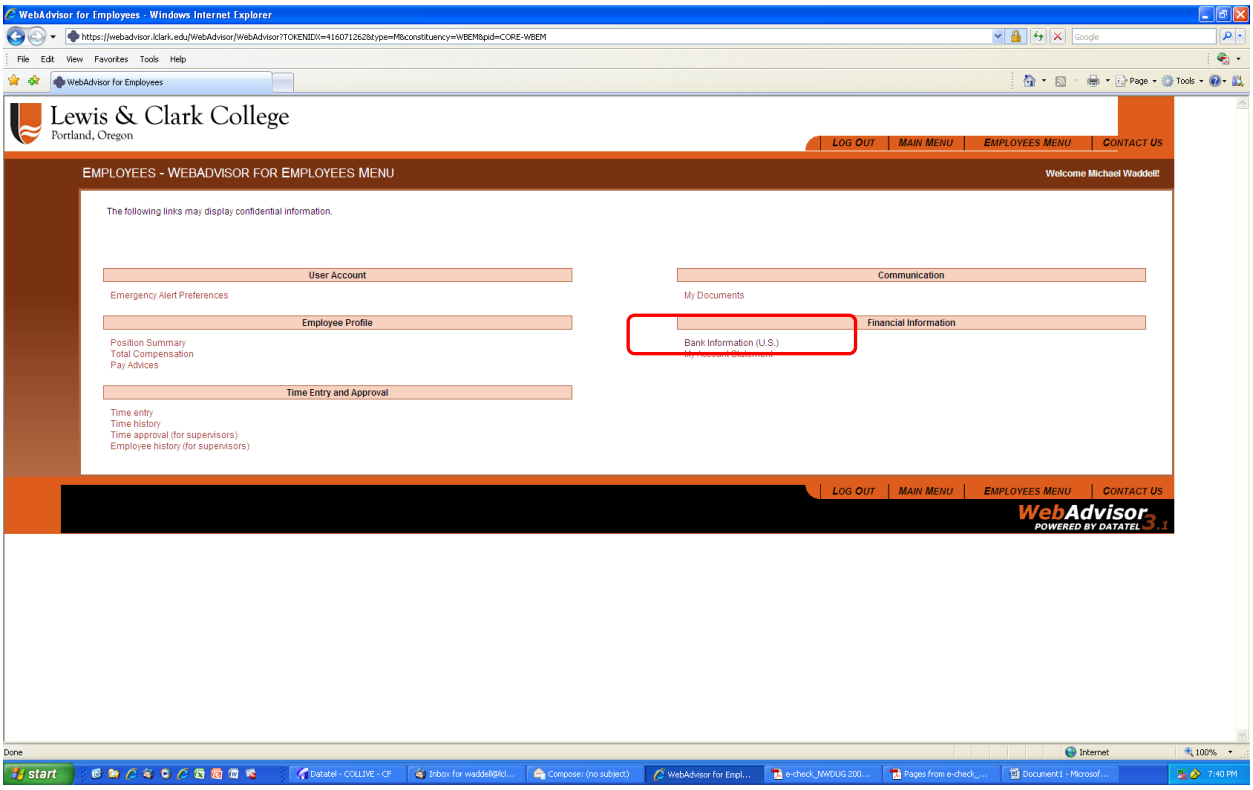
9. Submit



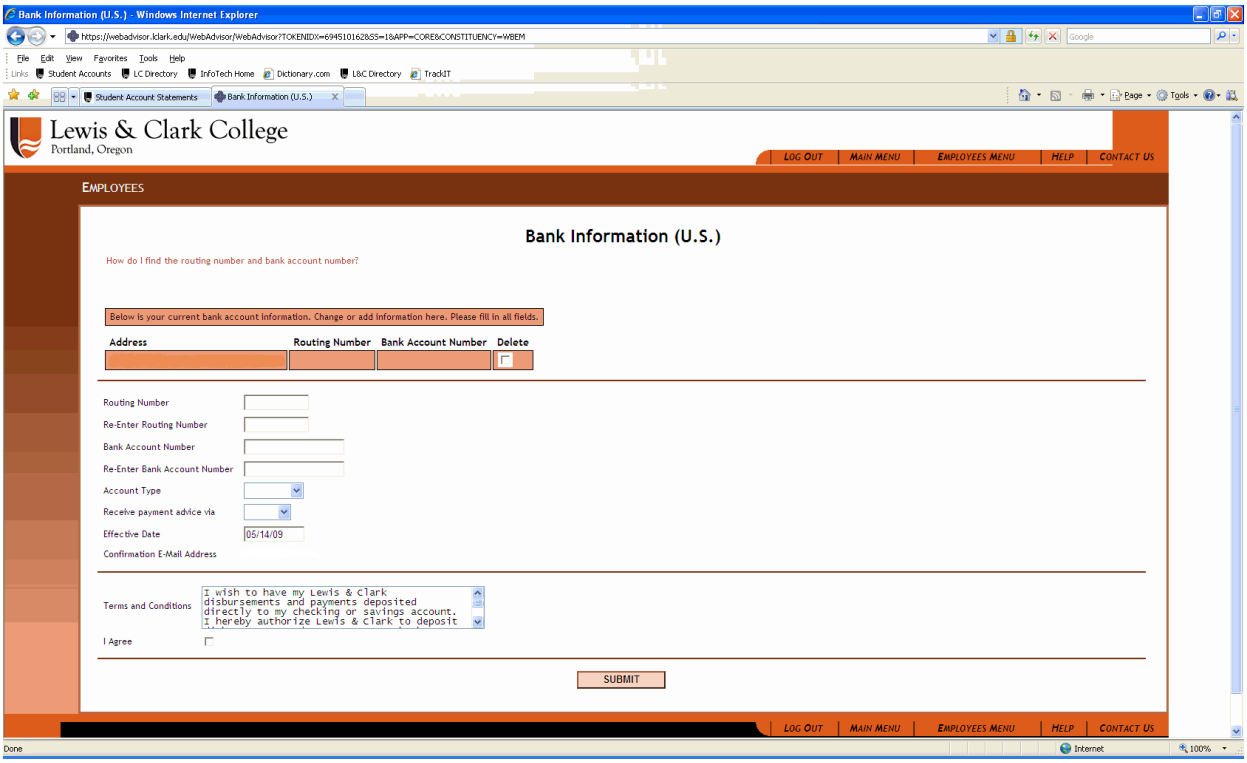
Login and password are same as your email.

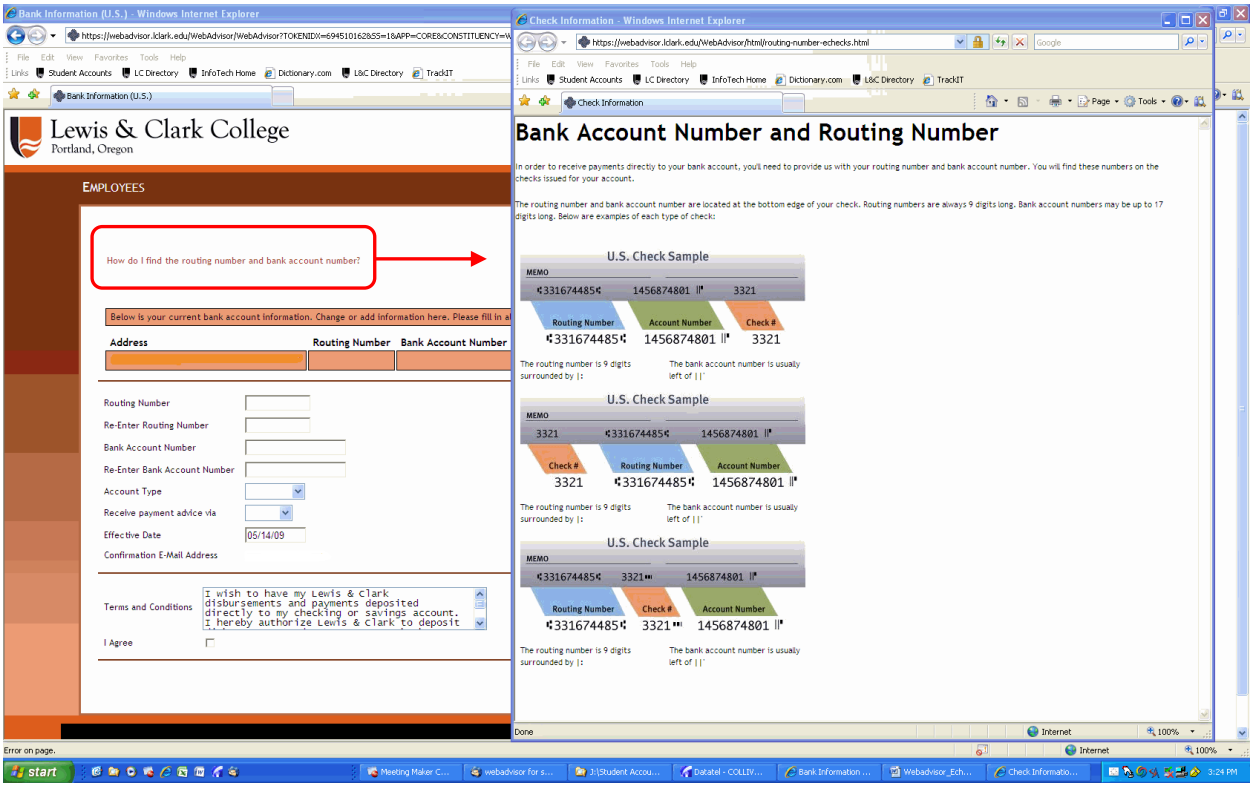


Select Employees



Choose Bank Information (Under Financial Information tab)


Bank Information (U.S.) - Windows Internet Explorer
Lewis & Clark College
Portland, Oregon
LOG OUT
MAIN MENU
EMPLOYEES MENU
HELP
CONTACT US
EMPLOYEES
Bank Information (U.S.)
How do I find the routing number and bank account number?
Below is your current bank account information. Change or add information here. Please fill in all fields.
Address
Routing Number
Bank Account Number
Delete
Routing Number
Re-Enter Routing Number
Bank Account Number
Re-Enter Bank Account Number
Account Type
Receive payment advice via
Effective Date
05/14/09
Confirmation E-Mail Address
Terms and Conditions
I wish to have my Lewis & Clark disbursements and payments deposited directly to my checking or savings account. I hereby authorize Lewis & Clark to deposit
I Agree
SUBMIT
Done
Internet
100%


Bank Information (U.S.) - Windows Internet Explorer
Check Information - Windows Internet Explorer
Lewis & Clark College
Portland, Oregon
EMPLOYEES
How do I find the routing number and bank account number?
Bank Account Number and Routing Number
In order to receive payments directly to your bank account, you'll need to provide us with your routing number and bank account number. You will find these numbers on the checks issued for your account.
The routing number and bank account number are located at the bottom edge of your check. Routing numbers are always 9 digits long. Bank account numbers may be up to 17 digits long. Below are examples of each type of check:
U.S. Check Sample
MEMO
Routing Number
Account Number
Check #
The routing number is 9 digits surrounded by ⑆
The bank account number is usually left of ⑈
Done
Internet
Error on page.
start