




# How do I **set-up** direct deposit?

**This document applies to you if you** submit bills online or your clinic or head office submits bill for you and you wish the payment to be directed to you. All providers receiving payments for online bills must have a bank account configured. The steps shown here are for adding a bank account and associating it to a service (eClaims or WSIB) and a service location.

If you already have bank account information set up with TELUS, your current profile is displayed as soon as you access the Banking app. Click on the profile tooltip for additional information on updating bank accounts or see “To learn more” below to access Direct Deposit User Guide for details.

## **Step 1:** Access the Email and banking information link.

Login to the provider portal and select the menu button (  ) menu and then select the **Banking information** link.

### Manage my business

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**Banking information**

User access and permissions

Help

## Banking information

For help updating the account options presented below, select the “View instructions” link. Consult the Direct Deposit User Guide for a complete overview of adding or editing direct deposit accounts.

 [Direct Deposit User Guide](#)

### Direct deposit

[Instructions](#) 

There are no registered direct deposit accounts.

[Add Account](#)

## **Step 2:** Click the Add Account button.

On the main page of the Banking app, click the **Add Account** button to start the process of configuring direct deposit.

## Step 3: Enter the account details.

Enter the transit, bank and account number. You will also need to upload a scanned image of a cheque or a pre-authorized bank form. If you bank with TD Canada Trust, exclude the 4-digit designation number which precedes your 7-digit account number.

Click Next.

\* Indicates a mandatory field

\* Transit number

\* Bank number

\* Account number

\* Cheque  No file chosen  
Scanned image

**Next steps**

After you submit your account information, a small cash deposit will be made to your bank account. This may take up to 48 hours.

Check your transaction records for the transaction confirmation number code with the following prefix: TELUSC\*\*\*\*\*.

Record the deposit amount and the transaction confirmation number and return to the page to follow the instructions.

## Step 4: Informational step.

After submitting your account, TELUS will deposit a few cents into the account. This may take up to 48 hours.

Click Submit.

## Step 5: Verify deposit.

The deposit will appear in your transaction list with a confirmation code starting with TELUSC. After receiving the deposit, you need to return to the provider portal and login to confirm the deposit. Access the application as in Step 1. Click the **Confirm deposit** button. This will display the **Deposit amount** and **Transaction code** fields. Enter this information and click **Next**.

Status: Account confirmation in progress

Account information

Transit number	56504
Bank number	565
Account number	*****4545
Transaction code	TELUSC*****

Confirm deposit to activate account

\* Indicates a mandatory field

Account information

Transit number	56564
Bank number	565
Account number	*****4545
Transaction code	TELUSC****

Confirm deposit to activate account

\* Deposit amount  e.g. 0.57 or 57

\* Transaction code  
TELUSC:

Enter exactly nine characters in the Transaction code field. View an example by clicking the '?' icon next to the Transaction code input field, or refer to the user guide for more details.

Indicate which locations should use account 1223456784545

Locations	WSIB	eClaims
1234 Streetname ave, Toronto, ON, K1A 2G1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5678 Streetname ave, Toronto, ON, M5G 3R6	<input checked="" type="checkbox"/>	<input type="checkbox"/>

New addresses will be added to this account

## Step 6: Map bank account to service and location.

Indicate the service and locations (independent providers only) to which the account should be used associated.

Click Done

## Learn more

To access the Direct Deposit user guide, browse to the application as described in Step 1. The user guide is located underneath the application header.

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