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)