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 WSIB homepage of the provider portal.

Login to the provider portal and click **WSIB** in the list of services.

My Profile

Manage your profile details by using the following links.

Email and Banking Information ⊙

Change Password ⊙

Other Profile Updates ⊙

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.

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**.

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.

TELUS® Health