**RWU’s New Payee Choice Platform**

RWU has a new (faster and easier!) payment method for refunds and reimbursements. All payments are issued through our new US Bank Payee Choice platform. (**Please note:** this platform is not for RWU paychecks.)

At RWU you have two payment options for receiving your RWU refund or reimbursement. On the Payee Choice platform, you select the payment option:

* **Zelle transfer:** Zelle is a fast, safe and easy way to get your payment from RWU using your RWU email address or U.S. mobile phone number.
* **Bank Account direct deposit:** Provide your bank account information and we will deposit your payment in a few days.

**Setting Up your Payee Choice Account and Payment Option**

The first time you have an RWU refund issued, you will receive an email from US Bank’s Payee Choice platform with RWU’s insignia.

**Step 1:** To access your Payee Choice account and select your Payment Option use the link provided in the email and follow the instructions. **Note:** New account setup must be completed within 7 days of receiving the email.

**Step 2:** To set up your account select the Payee ID (your RWU student ID) or you can have a validation code texted to you.

**Step 3:** On the next page you will create your user profile and password. (Please note your User ID is an ID that you will create, it is not your RWU Student ID!!!)

**Step 4:** Once you set up your profile, you will be prompted to select your payment preference.

* If you select Zelle, please be sure that you add your RWU email address to your Zelle profile. **This is the only way the Payee Choice system will know that it is you.**
* If you select ACH, please ensure you carefully enter your bank account and routing number in the next screen. (Please note: your bank debit card number is not your bank account number.)

**Step 5:** Upon completion, an email confirmation will be sent to you validating your account details.