

How to setup your bank in WellsOne tutorial

1. <https://wellsoffice.ceo.wellsfargo.com/eeportal/home>

WELLS FARGO

Go to WellsFargo.com

Sign On

All fields required unless marked as optional.

Company ID

NWKidney

NWKidney

User ID

User ID

Password

Password

Show

☐ Remember me (optional)



Sign on

[Forgot password?](#)

[Sign on help](#)

Wells FargoVantage

WELLS FARGO



Home


Payments & Transfers

Payments & Transfer

Hello,


Your name will appear here

Helpful information



The new, intuitive homepage is built around your needs

We're reimagining digital banking to simplify your work day and give you more control. The Wells Fargo VantageSM homepage is just the beginning of our transformation.



Learning resources

Explore the overview tutorials that guide you through your new experience. Views may vary based on your access.

- [Homepage and Navigation](#)
- [Lending](#)
- [Payments, Transfers, and Deposits](#)

Wells FargoVantage

[Privacy, Cookies, Security, and Legal](#)

[Notice of Data Collection](#)

© 2022 - 2024 Wells Fargo

WELLS FARGO

Home

Payments & Transfers

[Commercial Card Expense Reporting](#)

[WellsOne Expense Manager](#)

WellsOne

Hello,

WellsOne® Expense Manager

Home Accounts Expenses

My Actions

Cash Expenses

Report Outbox

Pinned

To show your favorites here, try pinning items in menus by clicking

MY EXPENSES

Cash Expenses

Action Required

0

Pending Approval

2

Drop down

1

Announcements

Important Note

We will never ask you to provide credit card details, password credentials, or any personal information in an email or over the phone. If you do receive a request like this please report it immediately to your Administrator.

Last visited 1/31/2024

Image Library

Language

Personal Settings

Help

Contact

Mobile App

Log Out

Personal Settings

2

[Home](#)
[Accounts](#)
[Expenses](#)

Personal Settings

The following diagram map is aimed to help you configure and manage your own personal settings. If you have any questions or wish to change settings not available here then please contact your system administrator.

Charge Groups

Report Groups

Approval Roles

Rate Groups

Charge Codes

Reports

Approval Rules

Personal Details

Account Management

Management Codes

Audit History

Regional Settings

Notification Management

Mobile Devices

Reimbursement Account

Personal Details

Employee ID

Company Unit

Phone Number

Email Address

Date Added

Date Modified

Date Terminating

DUMMY CARD

-

12/21/2023

12/21/2023

-

Receipt Upload via Email

rhp.w.jpvs9.m3qpsy@receipt-upload.com

More Info ..

Manager Details

Manager

Manager 2

Tracy Wellington

Sandra Tran

3

Reimbursement Account

[Home](#)
[Accounts](#)
[Expenses](#)

Report Groups

Approval Roles

Rate Groups

Reports

Approval Rules

Personal Details

Account Management

Management Codes

Audit History

Regional Settings

Notification Management

Mobile Devices

Reimbursement Account

Reimbursement Account

Bank Account Details

Account Holder Name

Account Number

Routing Number

Account Type

Account holder name

Routing number and Account number

Checking or Savings

Payment Authorization

Authorization:

I authorize Wells Fargo to initiate one or more credit and debit entries to my checking or savings account indicated below to reimburse me for cash expenses and/or collect payment for personal expenses charged to my company credit card. This authorization is effective until I notify Wells Fargo that I revoke this authorization by deselecting the authorization checkbox and clicking the "Save" button below.

I understand that Wells Fargo needs up to 3 business days after notice of revocation to cancel this authorization.

If you revoke this authorization, you must also notify the program administrator at your company according to your company's procedures.

Account Type: Savings

Bank Account Number: ****

Routing Number: ****

We recommend that you print a copy of this authorization from your browser and maintain it for your record.

Accept

Save

4

5

6

7

8