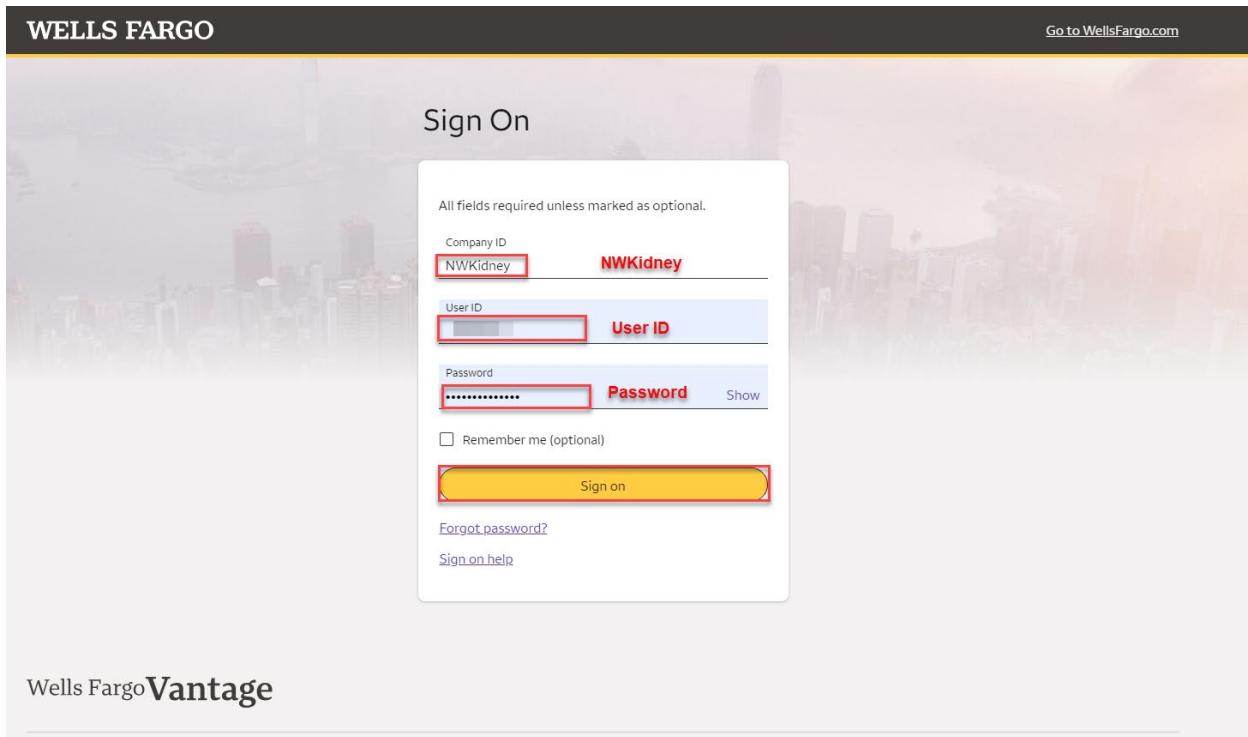


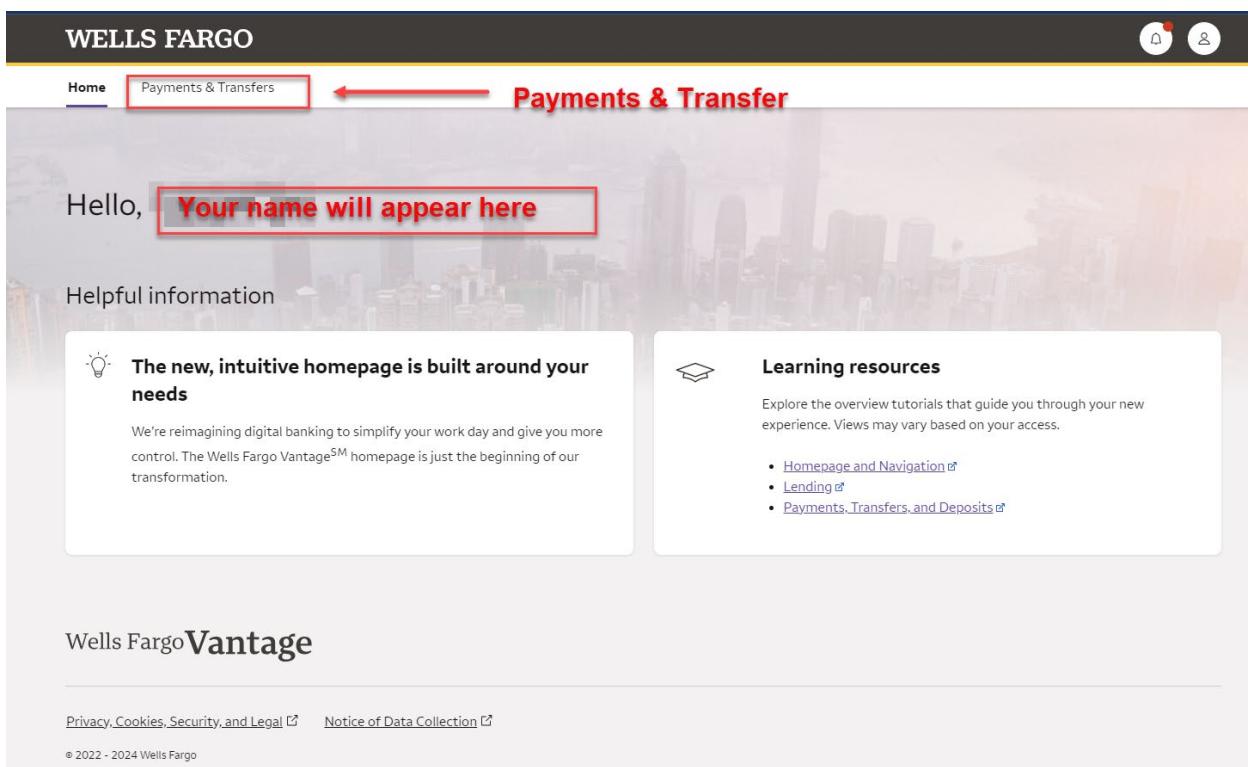
How to setup your bank in WellsOne tutorial

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



The image shows the 'Sign On' page of the Wells Fargo website. The page has a dark header with 'WELLS FARGO' on the left and a link to 'Go to WellsFargo.com' on the right. The main title 'Sign On' is centered above a form. The form contains fields for 'Company ID' (NWKidney), 'User ID' (User ID), and 'Password'. Below these fields is a checkbox for 'Remember me (optional)'. At the bottom of the form are links for 'Forgot password?' and 'Sign on help'. A large yellow button labeled 'Sign on' is prominently displayed. The background of the page features a blurred image of a city skyline.

Wells Fargo Vantage



The image shows the 'Payments & Transfer' section of the Wells Fargo Vantage homepage. The header includes 'WELLS FARGO' and navigation links for 'Home' and 'Payments & Transfers'. A red arrow points from the 'Payments & Transfer' link to the 'Payments & Transfer' section of the page. The main content area features a greeting 'Hello, [Your name will appear here]' in a red box. Below this is a 'Helpful information' section with a lightbulb icon and text about the new homepage. To the right is a 'Learning resources' section with a graduation cap icon and a list of links. The footer contains links for 'Privacy, Cookies, Security, and Legal' and 'Notice of Data Collection', along with a copyright notice for 2022-2024 Wells Fargo.

WELLS FARGO

Home

Payments & Transfers

Commercial Card Expense Reporting 

WellsOne Expense Manager 

WellsOne

Hello,

WellsOne® Expense Manager

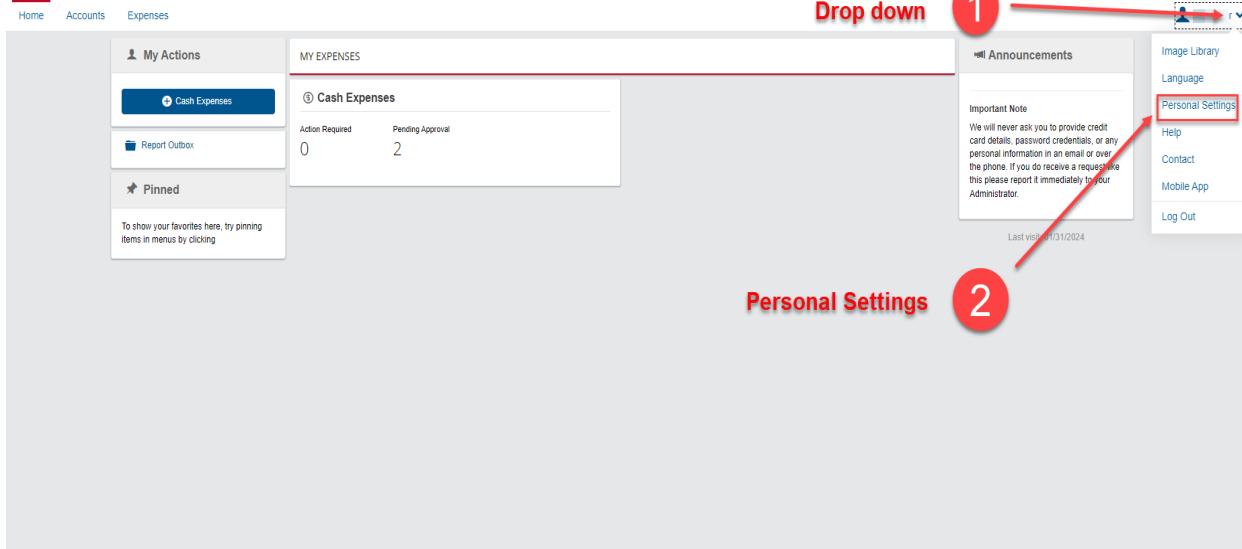
Home Accounts Expenses

Drop down

1

2

Personal Settings



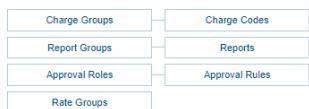
The screenshot shows the WellsOne Expense Manager homepage. On the left, there's a sidebar with 'My Actions' (Cash Expenses is selected), 'Report Outbox', and a 'Pinned' section. The main area is titled 'MY EXPENSES' and shows a 'Cash Expenses' section with 0 Action Required and 2 Pending Approval. On the right, there's a 'Announcements' section with an 'Important Note' about not providing sensitive information via email or phone. A 'Personal Settings' link is highlighted with a red box and a red arrow. A dropdown menu is open, showing options like 'Image Library', 'Language', 'Personal Settings' (which is also highlighted with a red box and a red arrow), 'Help', 'Contact', 'Mobile App', and 'Log Out'. The 'Personal Settings' option is circled with a red circle labeled '1'. A red arrow points from the 'Personal Settings' link in the main content area to this circled option. Another red circle labeled '2' is on the 'Personal Settings' link in the dropdown menu, with a red arrow pointing to it.

WellsOne® Expense Manager

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.



Personal Details

Account Management

Management Codes

Audit History

Regional Settings

Notification Management

Mobile Devices

Reimbursement Account

Personal Details

Personal Details	
Employee ID	Charge Codes
Company Unit	Reports
Phone Number	Approval Rules
Email Address	Approval Rules
Date Added	DUMMY CARD
Date Modified	12/21/2023
Date Terminating	12/21/2023

Receipt Upload via Email

http://w.jv99.m3qpsy@receipt-upload.com

More Info ..

Manager Details

Manager

Tracy Wellington

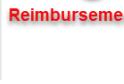
Manager 2

Sandra Tran

Reimbursement Account

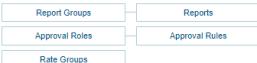
3

4



WellsOne® Expense Manager

Home Accounts Expenses



Reimbursement Account

Bank Account Details

Account Holder Name	4
Routing Number	Account Number

Edit

Account holder name 4

Routing number and Account number 5

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 accept

Accept 7

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.

Save 8

Save 8