

## Direct Deposit Instructions Using Wisely Debit Card

### Step 1: Gather Required Information

Before you begin, make sure you have the following information on hand:

- Your Social Security Number (SSN).
- Bank account information: You will need your bank's routing number and your account number. You can find this information on your checks or by contacting your bank directly.
- The name of your bank.
- Your home address.
- Contact information (email, phone number).

### Step 2: Access the Wisley by ADP Portal

1. Open a web browser and navigate to the Wisley by ADP portal, <https://www.mywisely.com/>
2. IF site is not accessible, email [info@coldwatersecurity.com](mailto:info@coldwatersecurity.com) and title email "Deposit" for assistance.
3. Click the "SIGN UP NOW" (located top right corner) to create an account.

### Step 3: Account Registration

1. You will be prompted to enter your personal information, such as your name, SSN, home address, email address, and phone number. Follow the on-screen instructions to complete registration.
2. Create a secure username and password for your Wisley by ADP account. Make sure to follow any password requirements, such as including a combination of letters, numbers, and special characters.

**\*\*\*Do NOT share your log in credentials with anyone\*\*\***

### Step 4: Set Up Direct Deposit

1. After registering your account, you will be directed to a PDF page outlining your direct deposit information, print or save PDF and email to [info@coldwatersecurity.com](mailto:info@coldwatersecurity.com) and title email "Deposit".
2. Log out, then log back into Wisley by ADP using your NEW credentials.
3. Verify the information you entered, and save any changes.

### Step 5: Download App and Confirm

1. Download the Wisley App to your phone. This allows you to access your account and review transactions made on your wisely card.
2. Follow up via email [info@coldwatersecurity.com](mailto:info@coldwatersecurity.com) and title email "Deposit," after you have completed this process.

### Step 6: What now?

Your Wisley card will be mailed to the address added during registration and your card will arrive within 5 - 7 business days. Once your Wisley card is received, the deposit information will automatically be dated into our systems for payout. CWPS will deposit a trial deposit in the amount of \$1.00 to your wisely card. Once you see funds received into your account, confirm with [info@coldwatersecurity.com](mailto:info@coldwatersecurity.com) and title email "Deposit," to proceed with your weekly pay out the following pay cycle.

**\*\*\*Please give us 7 – 10 business days for trial funds to hit your account. Once completed your card will now be linked to our systems and payout will occur someday. \*\*\***

**Disclaimer:** You are not required to link your personal bank account information to your Wisley card unless you wish to move money into your personal bank account. Be aware of sharing log in credentials as this may compromise your security of private information. If you separate employment with CWPS, you are welcome to take your card for personal use as CWPS will remove your account from its main systems. If there is any pay discrepancies please, reach out to [info@coldwatersecurity.com](mailto:info@coldwatersecurity.com) to resolve issues you might have.