

# WePay - add/change payout<sup>®</sup>

This article applies to:

[Pro](#)

[Max](#)

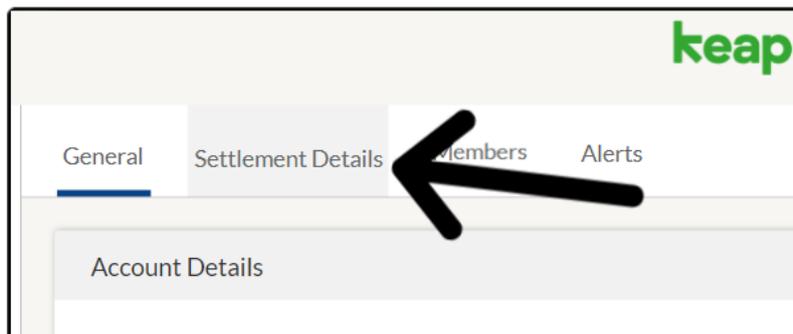
WePay closed its UK operations in August 2023. Customers will not be able to add a new WePay connection to their Keap account. There will be more information to come.

## Setting up a new settlement option

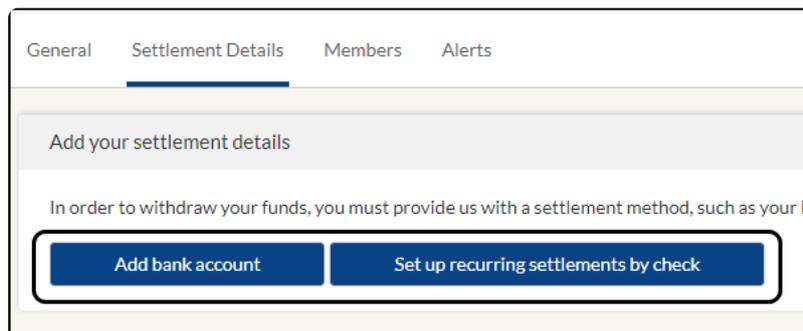
1. Click on "**Settings**" in the menu on the left-hand side of the page



2. Click on the "**Settlement Details**" tab

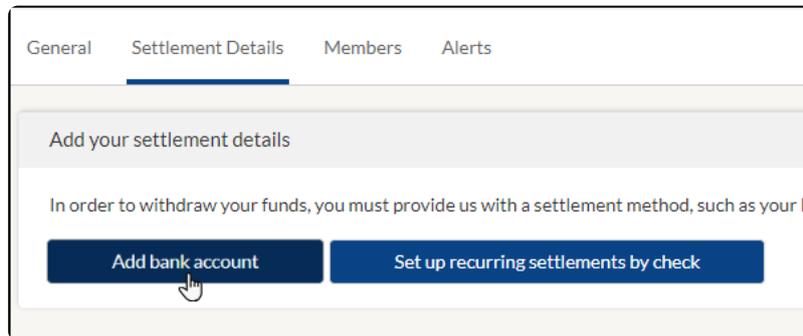


3. To link a **bank account** for direct transfer or **receive a paper check**



## Add Bank Account

1. Click the **"Add bank account"**



General Settlement Details Members Alerts

Add your settlement details

In order to withdraw your funds, you must provide us with a settlement method, such as your bank account.

**Add bank account** Set up recurring settlements by check

2. Enter your **"Routing Number"**, **"Account Number"**, and **"Bank Name"**



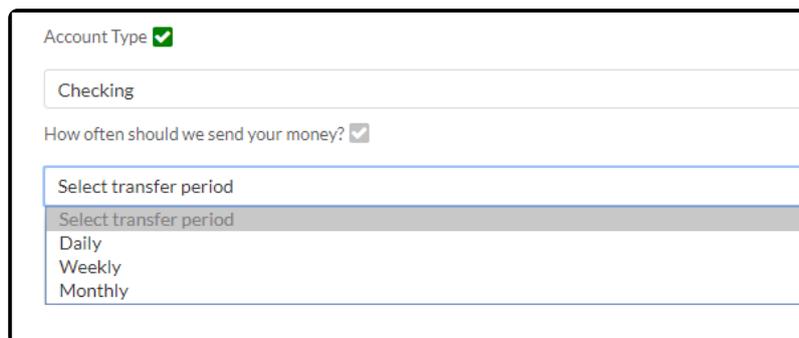
Routing Number

Account Number

Confirm Account Number

Bank Name

3. Select **"Account Type"** and **"How often you would like to be paid"**



Account Type

Checking

How often should we send your money?

Select transfer period

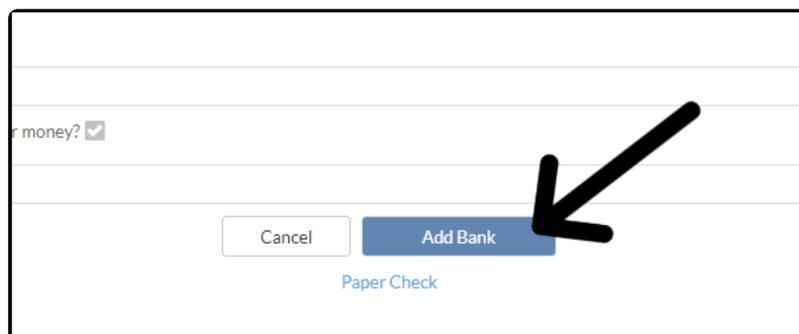
Select transfer period

Daily

Weekly

Monthly

4. When finished click **"Add bank account"**



How often should we send your money?

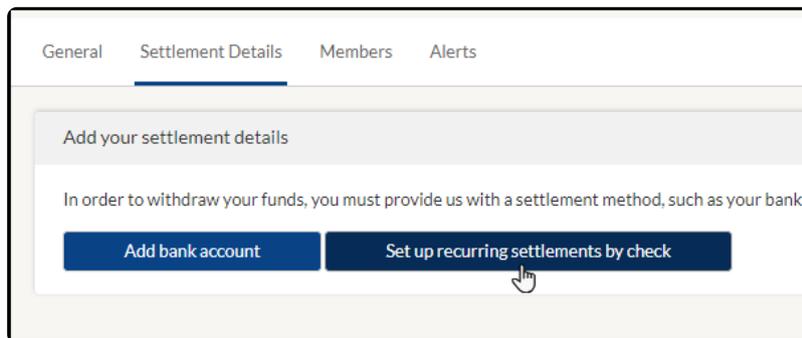
Cancel **Add Bank**

Paper Check

**Note:** Canada Merchants will need to enter the Transit Number, Financial Institution Number, Account Number, and Bank Name

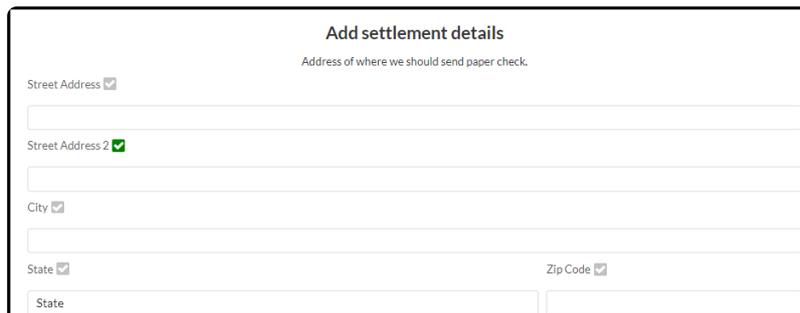
## Setup Paper Check

1. Click the "**Set up recurring settlements by check**"



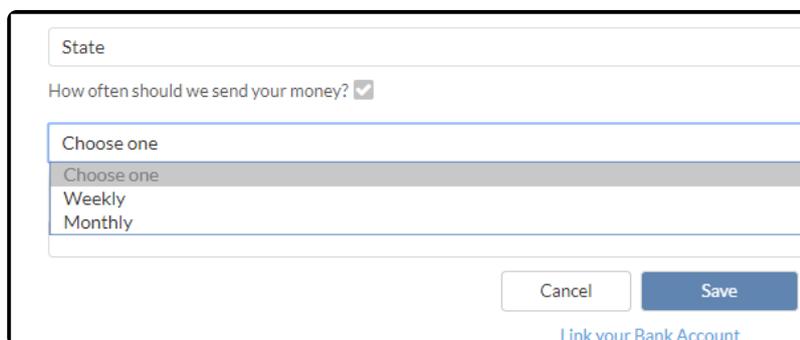
The screenshot shows a web interface with four tabs: General, Settlement Details (selected), Members, and Alerts. Below the tabs is a section titled "Add your settlement details". A message reads: "In order to withdraw your funds, you must provide us with a settlement method, such as your bank...". Two buttons are visible: "Add bank account" and "Set up recurring settlements by check". A mouse cursor is pointing at the "Set up recurring settlements by check" button.

2. Enter your full street address



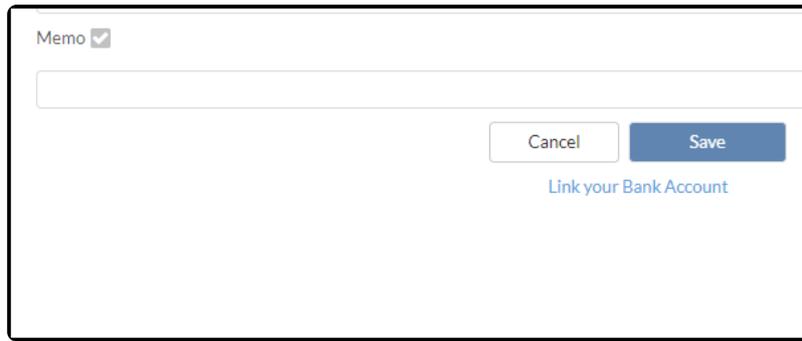
The screenshot shows a form titled "Add settlement details" with the subtitle "Address of where we should send paper check." The form contains several input fields, each with a checkmark icon to its left: "Street Address", "Street Address 2", "City", "State", and "Zip Code". The "State" and "Zip Code" fields are currently empty.

3. Select how often you would like to receive checks

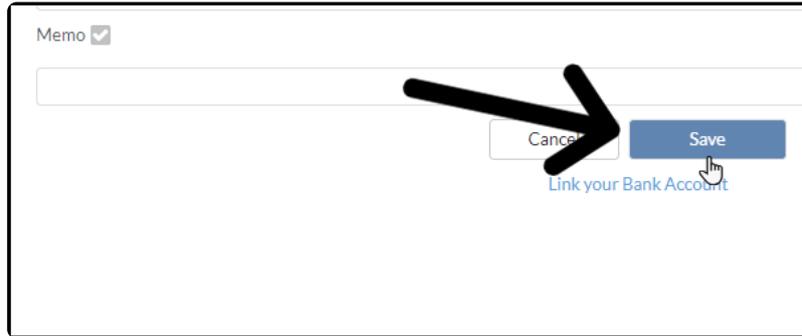


The screenshot shows a dropdown menu for selecting the frequency of checks. The menu is open, showing options: "Choose one", "Choose one", "Weekly", and "Monthly". Below the dropdown are "Cancel" and "Save" buttons. At the bottom right, there is a link that says "Link your Bank Account".

4. Add "**Memo**" (optional)



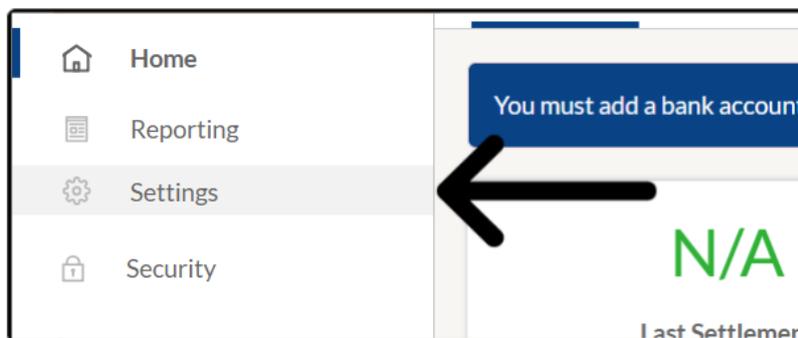
5. Click **"Save"**



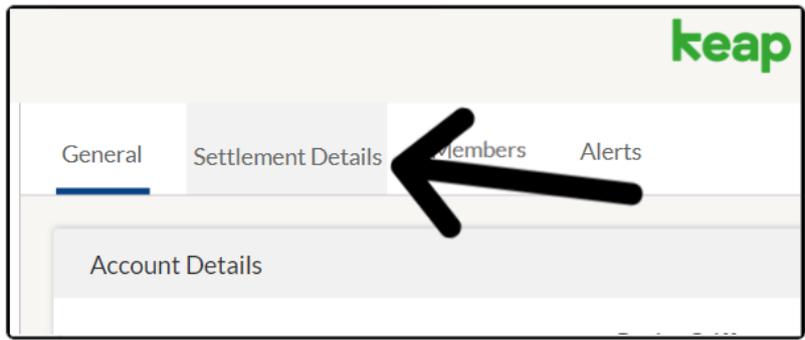
**Note:** Pay out schedule, Daily, Weekly - every Monday, Monthly - 1st of the month. Paper check only available in US and not recommended for fast processing.

## Change Payout

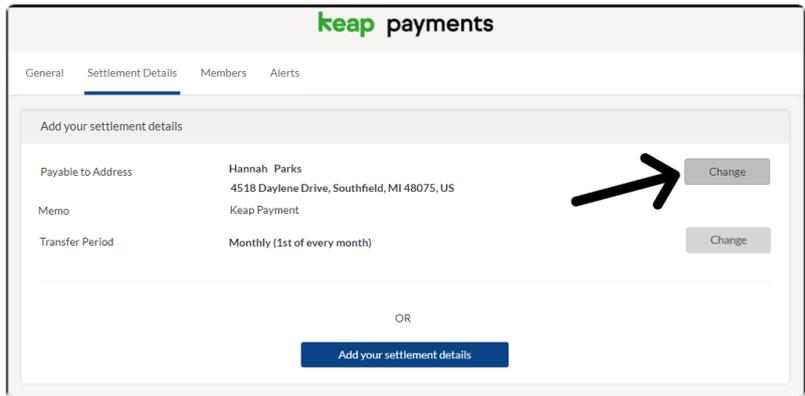
1. Click on **"Settings"** in the menu on the left-hand side of the page



2. Click on the **"Settlement Details"**



3. Click "Change"



4. To change to a paper check click "Paper Check" link and fill out the information as notated above

