

# WePay add/change payout 📌

We refer customers to WePay Support.

## Set up a new settlement option

1. Log into your WePay account and click **Settings** in the left-hand menu.
2. Click the **Settlement Details** tab.
3. Select the settlement method, **Add bank account**.
4. Enter your bank account information.
5. Select your preferences.
6. Click **Add Bank**.

## Setup Paper Check

1. Select the settlement method, **Set up recurring settlements by check**.
2. Enter your mailing address.
3. Select how often you would like to receive checks.
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 **Settings** in the left-hand menu.
2. Click the **Settlement Details** tab.
3. Click **Change**.
4. To change to a paper check click the **Paper Check** link and fill out the information.

Note! For questions about how to use this feature, please [contact our Support Team](#).  
To provide feedback on the accuracy of this article, use the form below.

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