



Set Up Your Participant Payment Account: Bank Deposit or Paper Checks

GW uses Forte Participant Payments, a secure online funds transfer system, to process your payments directly into your account as you participate in the study



You must set up your account in order to receive payment.
To do so, follow the instructions in this document.

You decide how to access the funds in your account. You can choose direct deposit into a bank account or a paper check by mail. You also decide whether you want to receive payments automatically or keep money in the Participant Payments account until you request it.

Activate your account

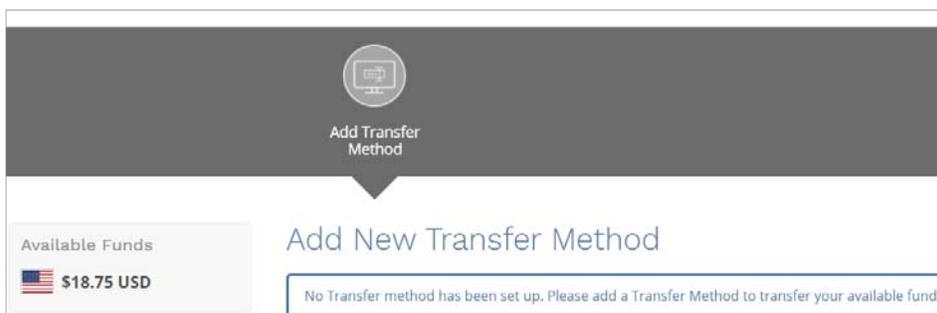
1. Check your email for a message with the subject: "Welcome *your name* to Forte Participant Payments Pay Portal".
2. Click the link in the email.
3. Follow the instructions that appear. **NOTE:** For Account Type, choose Individual.
4. After you activate your account, you will see the Participant Payments Home page.

Can't find the email?

Check your junk mail folder.

Still can't find it?

Go to <https://forte.hyperwallet.com/>, click Resend Activation Email, and enter your email address.



Set up bank account or choose paper check

Because you haven't yet set up a transfer method, you are prompted to do so.

1. Choose a payment method:



Bank Account

- Click **Continue**.
- Enter your bank information and click **Continue**.
- Confirm the information.



Paper Check

- Click **Continue**.
- For Remember As, create a name such as "Check". Click **Continue**.
- Click **Confirm**.

2. When your payment information is saved, you will see a green circle with a checkmark.
3. There's one more step before your payment is fully set up. Click **Create Auto Transfer**.

Click **Create Auto Transfer**.

This is required if you want to receive payment automatically every time there is new money in your account.

The transfer method has been successfully created.

Request a Check Create Auto Transfer

4. Click **Confirm**.

You're all set when you can see your payment method listed in the Transfer Center with Auto Transfer set to Yes.

Transfer Center

Type	Name	Description	Currency	Country	Auto Transfer	Action
	Check	Paper Check	USD		Yes	Action ▾

Auto-transfer is set up. You will now receive payments automatically.

Troubleshooting

Didn't receive your check or bank deposit?

1. From the Home page, click **Transfer**.
2. The **Transfer Center** will open. Make sure that:
 - Your payment method is listed.
 - **Auto Transfer** is set to **Yes**.

From the Action menu, choose **Create Auto Transfer** if you want to receive payments automatically.

If not, you will need to select either **Request a Check** or **Transfer to Bank Account** every time you want to withdraw funds.

Type	Name	Description	Currency	Country	Auto Transfer
	Savings	United States Bank Account	USD		No

[+ Add New Transfer Method](#)

- Transfer To Bank Account
- View Details
- Update
- Remove
- Create Auto Transfer

Still have questions?

Call **1-855-316-5166**, or click the **Support** link at the bottom of the Participant Payments home page to see frequently asked questions or send an email.