How do I setup my bank information?

A. You may set up one or multiple bank accounts
B. Click the *Bank Data* tab from the menu bar in order to enter bank account information
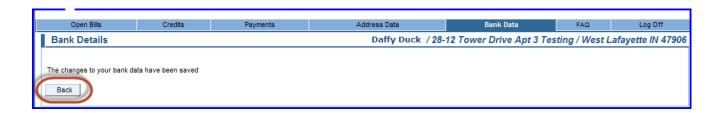   1. Click *Edit* to add bank details
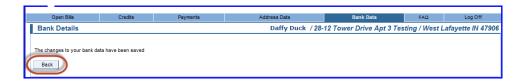

    2. Enter **Bank Details**:

      a. Enter *Bank Number:* 9 digit Routing Number
      b. Enter *Account Number*: this is your bank account number
      c. Enter *Account Description*: this is a user defined description field that will show in list of bank accounts to choose from when making a payment
      d. Click **Save**
      e. Once you choose **SAVE** and/or return to Bank Details, only the last four digits of your bank account will be shown

    3. Be sure the message "***The changes to your bank data have been saved***" is received after the save

a. Click **Back** to return to the Bank Data Screen

Open Bills	Credits	Payments	Address Data	Bank Data	FAQ	Log Off
Bank Details				Daffy Duck / *28-12 Tower Drive Apt 3 Testing / West Lafayette IN 47906*		

The changes to your bank data have been saved

Back

4. To add multiple bank accounts

Open Bills	Payments	Address Data	Bank Data	FAQ	Log Off
Bank Details			Daffy Duck 28-12 Tower Drive Apt 3 / West Lafayette, IN 47906		

Country	Bank Number	Account Number	Bank Name	Account Description
US	074908594	*****2141	FIFTH THIRD BANK	Sample
US	074908594	*****4789	FIFTH THIRD BANK	Checking

Edit

a. Click the **Bank Data** tab from the menu bar
b. Click **Edit**

5. Enter **Bank Details**:

Bank routing number or routing transit number (RTN) is a nine digit number used to identify a financial institution in a transaction. Most common types of transaction being ACH and wire transfers. Some banks and credit unions may have multiple routing numbers serving different purposes, geographical regions or branches. Routing numbers are printed on the bottom of a check. They can also be found on online banking sites of the financial institution.

Find Routing Number on Your Check

Your Name
Your Address
1001
DATE
PAY TO THE
ORDER OF
$
DOLLARS
Your Bank Name
MEMO
⑈123456789⑈ ⑈0000987654321⑈ 1001
9 Digit Routing Number   Your Account Number   Check Number

a. Enter **Bank Number:** 9 digit Routing Number
b. Enter **Account Number**: this is your bank account number
c. Enter **Account Description**: this is a user defined description field that will show in list of bank accounts to choose from when making a payment
d. Click **Save**
e. Once you choose **SAVE** and/or return to Bank Details, only the last four digits of your bank account will be shown
f. Be sure the message "***The changes to your bank data have been saved***" is received after the save
g. Click **OK** to return to Bank Details screen

Message from webpage
⚠ The changes to your bank data have been saved.
OK