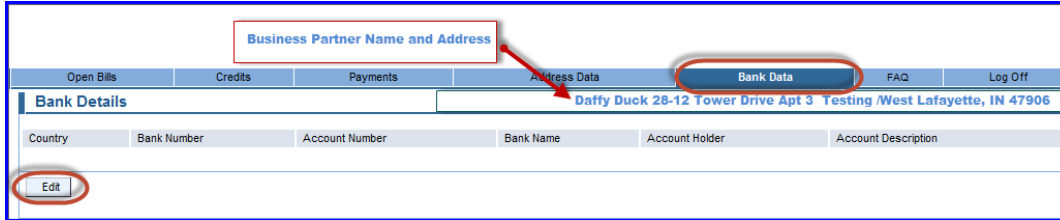


How do I setup my bank information?

- 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**:

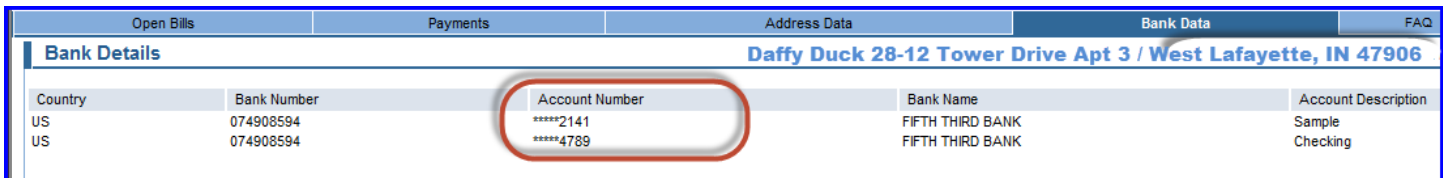
Bank routing number or routing transit number (RTN) is a nine digit number used to identify a financial institution in a transaction. Most common types of transaction being ACH and wire transfers. Some banks and credit unions may have multiple routing numbers serving different purposes, geographical 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

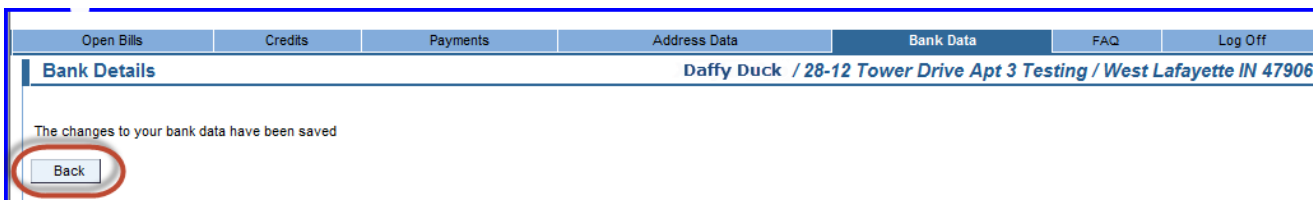
Your Name _____ 1001
 Your Address _____
 DATE _____
 PAY TO THE ORDER OF _____ \$ _____
 _____ DOLLARS
 Your Bank Name _____
 MEMO _____
 ⑆123456789⑆0000987654321⑆ 1001

9 Digit Routing Number
Your Account Number
Check Number

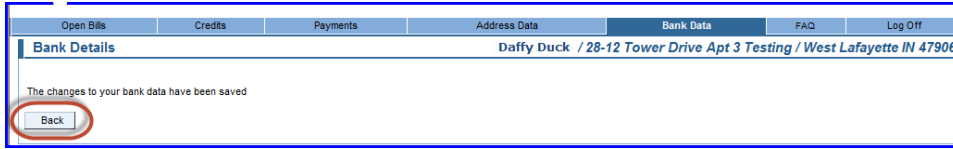
- a. Enter **Bank Number**: 9 digit Routing Number
- b. Enter **Account Number**: this is your bank account number
- c. Enter **Account Description**: this is a user defined description field that will show in list of bank accounts to choose from when making a payment
- d. Click **Save**
- e. Once you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



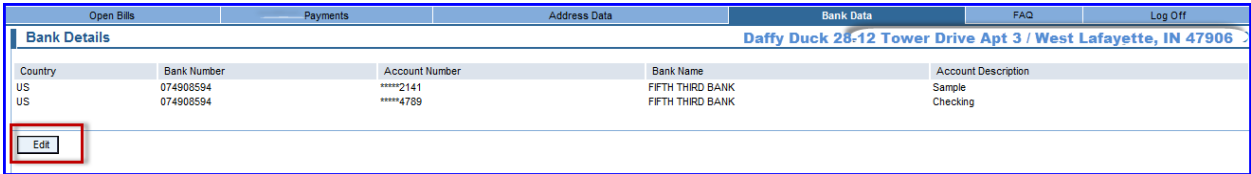
3. Be sure the message "**The changes to your bank data have been saved**" is received after the save



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

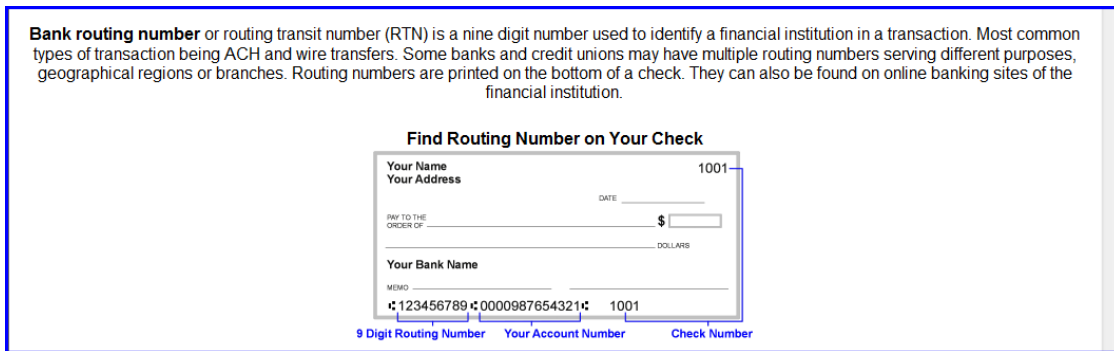


4. To add multiple bank accounts



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

5. 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
- 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

