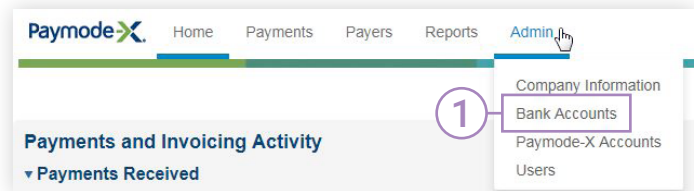


**Note:** Your ability to access this feature is based on your User Privilege settings.

## How do I update or change my bank account information?

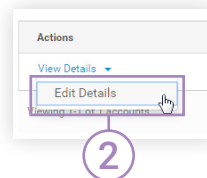
1

Hover over the **'Admin'** tab and select the second option labeled **'Bank Accounts'**.



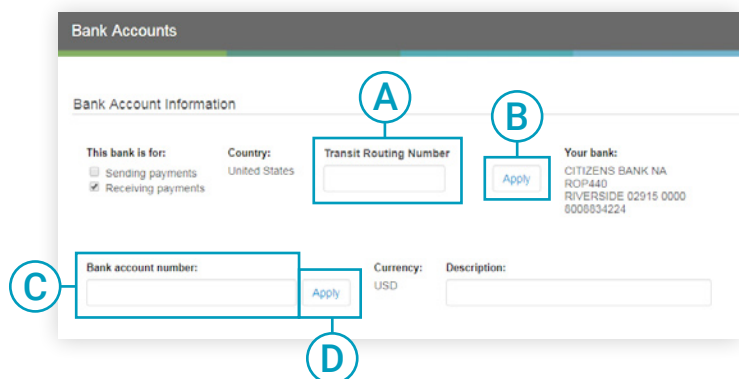
2

Locate the bank account to be updated under **'Actions'** and select **'Edit Details'**.



3

- A** Enter the new routing number
- B** Click **'Apply'**
- C** Enter bank account number
- D** Click **'Apply'**



**Note:** The new bank account will not be active until our Bank Verification Team can verify the account and has provided confirmation to you.

4

Click **'Submit'**.

Continues on next page

5

Once you have updated your bank account, please upload a bank document, such as a voided check or bank statement, in order to assist with the authentication process. To do so, navigate back to the new bank account.

6

Click on 'Upload' under 'Docs'.

Currency	Docs	Check Print	↑Auth
USD	Upload	Yes	No

- (A) Browse to the bank document on your computer
- (B) Select the Document Type and the Bank Account and click 'Upload'
- (C) Once the file uploads, you will see a green status bar next to the file and a 'File uploaded successfully' message. Click 'Done' to complete the action and navigate away from the page.

### Upload Document

To expedite bank account validation, upload a document then choose document type.

(A) Select one file from your computer

✓ Voiled Check.pdf 377.21KB

File uploaded successfully

(B) Choose Document Type \*

Voiled Check ▼

Choose Bank Account \*

\*\*\*\*\*8146 ▼

(C) Done Cancel