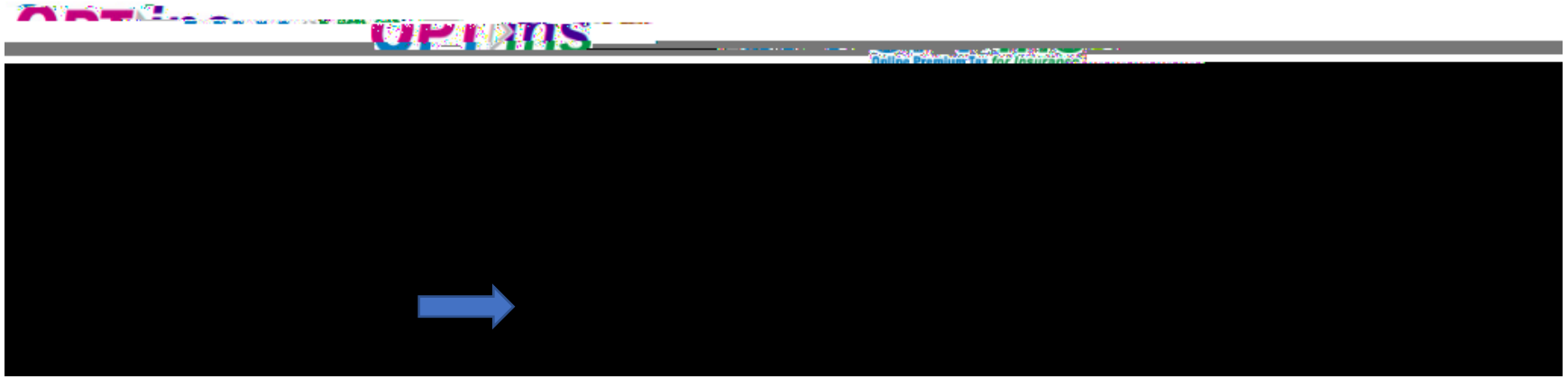
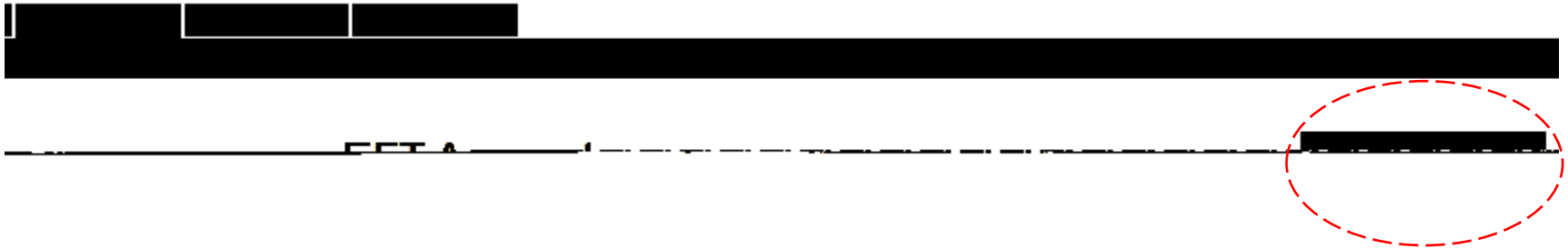
→

For accounts that _____ had EFT associated, you will see the screen below:

For accounts that ____ had EFT associated, you will see a screen similar to the one below that lists all banking profiles on file:



To add an EFT account, select the Blue ‘Add EFT Account’ button:



You will be directed to the page below:

Internal Accounting nickname, Bank Name, or some other name that easily distinguishes this EFT information from other EFT information that may be associated to other OPT ns accounts.

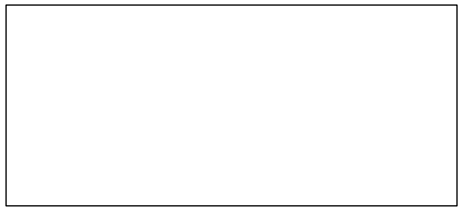
Name of Company associated to the account or the parent company. This cannot be updated once saved.

Continued:

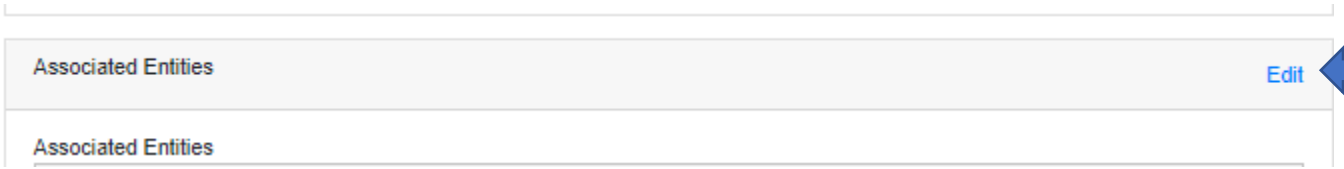
Next, add the contact information for the account. *NOTE* This is an internal contact. This is NOT a representative from the financial institution.

Review the information entered and the legal consent. Click the 'Agree' box then the Blue 'Save EFT Account' button.

All EFT accounts will show here on the EFT Management dashboard. To edit an



ASSOCIATING ENTITIES TO EFT



To add or remove companies click the blue ‘Edit’ link next to ‘Associated Entities.’

Select an available entities on the left panel and move to the right panel by clicking the singular arrow pointing right. To move all entities, click the double arrows pointing right.

To remove entities, click the entity on the right panel and click to the singular arrow

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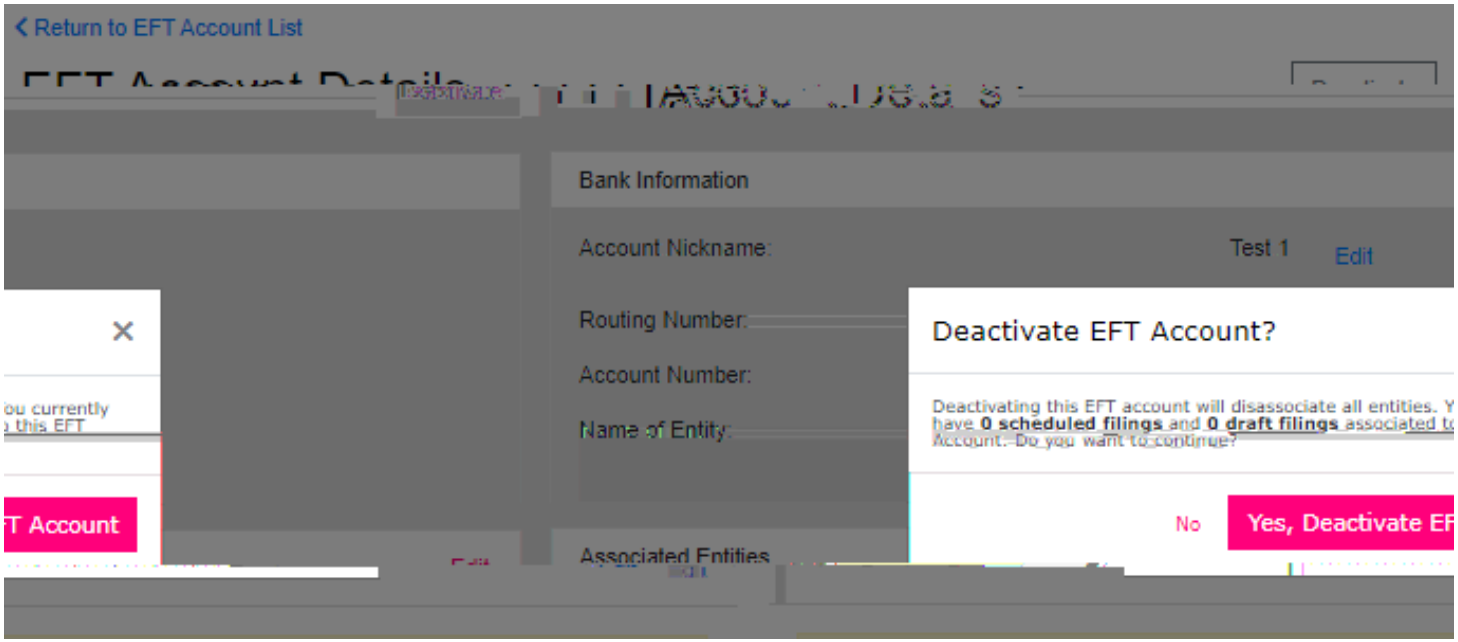
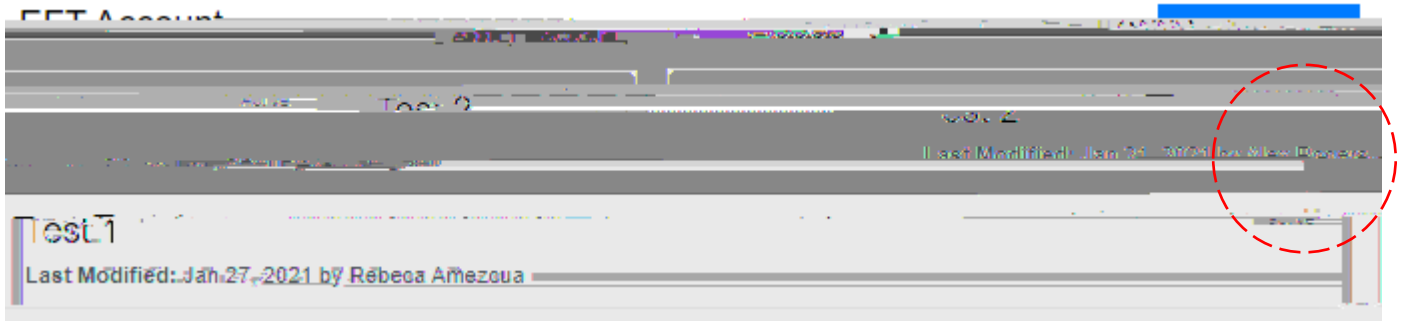
DEACTIVATING EFT

If the bank account is no longer valid, the EFT information can be deactivated.

At the top right corner of the EFT information page, click the white 'Deactivate' EFT button:

If there _____ scheduled/draft filings, you will receive the confirmation box below:



Once an account is deactivated, it is still visible on the EFT Management Dashboard and can still be edited or reactivated: