SECTION 5: BANK ACCOUNT INFORMATION

TRANSACTION TYPE SELECTION:

Main Menu

dotdmr processing on behalf of TEST EMV FLEET – F049

This system has been designed to walk you through each available transaction. Simply select the appropriate radio button and click "Next" to begin the step-by-step instructions.

- ○ Create Fleet
- ○ Maintain Fleet
- ○ Forms and reports
- ⊙ Bank account information

Navigation tip: To move from page to page in e-MV Agent, be sure to use the controls at the top or bottom of each page. Don't use the "Back" or "Forward" buttons on your browser.
Note: This tool requires a Java-enabled browser, such as Netscape Navigator v 6.0 and above, or Microsoft Internet Explorer v 5.0 and above.

[Next]

Bank account information: Allows you to create primary and secondary accounts. The ACH will draw the amount due for the day's transactions from the account set as primary at the end of the day.

***Note** – If only one bank account is created, it will automatically be the primary account.

* **Note -** Only users designated with the ACH role have access to bank account information.

Select **Bank account information**. Select **Next.**

Select **Add** to setup initial bank account.

Fill in the required information and check the appropriate account type (Checking or Savings).   Select **Add Bank Account.**

Select **Add** to add an additional bank account or select **Return** if complete**.**

PROCESSING TIP:

The Routing Number is located between the |: |: symbols and is always 9 digits for a U.S. check.

Personal Check

123456789

Sample routing transit number

Business Check

123456789

Sample routing transit number

Adding Additional Bank Account

Bank Account

Bank Account	Status
⊙ MY BANK Checking XXXXXX890	Primary

[Make Primary] [Remove] [Add] [Return]

Select **Add**

Add a Bank Account in the United States

Country:	United States
Bank Name	
Account Type	⦿ Checking ◯ Savings
Routing Number	
	Is usually located between the ‖ symbols on your check.
Account Number:	
	Typically comes before the ‖ symbol. Its exact location and number of digits varies from bank to bank.
Re-enter Account Number:	

[Add Bank Account] [Cancel]

Fill in the required information and check the appropriate account type (Checking or Savings)

Select **Add Bank Account**.

Bank Account

Bank Account	Status
⦿ ANCHOR BANK Checking XXXXXX8765	Primary
◯ REDDOG CREDIT UNION Checking XXXXXX1452	

[Make Primary] [Remove] [Add] [Return]

Make Primary: To change the primary bank account, select the corresponding button and then select **Make Primary.**

BANK ACCOUNT CHANGES

Make Primary: To change the primary bank account, select the corresponding button and then select **Make Primary.**

The status on the right-hand column will reflect the new primary bank account.

Remove Bank Account: Select the button of the account you want to remove. Select the **Remove** button.

You will receive this warning**:**

Select **Remove** to proceed or **Cancel** if this is incorrect.