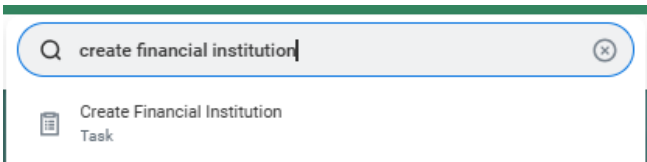


Banking and Settlement: Create and Edit Financial Institution

Audience / Role	Treasurer Tax-Collector Investment Services Officer/ Bank Configurator
Description	This job aid provides instructions to create and edit a bank and/or financial institution.
Before You Start	Gather Financial Institution's name, phone number, address. This is not for individual bank accounts, this is the "named" financial institution.

Create Financial Institution

1	In the Search bar, enter Create Financial Institution. In the Search results, select the Create Financial Institution task. 
2	Under Create Financial Institution, in the Financial Institution Name field, enter the name of the financial institution. Select OK.
3	Under Create Financial Institution, complete the fields for this task. For the fields: • Financial Institution Name – Brought forward from previous page. • Financial Institution ID – Auto generated. • Tax ID – Optional, leave blank. • Bank Identification Code – Optional, leave blank. • Bank Code – Optional, leave blank.
4	Optional but best practice to enter: Under the Contact Information tab, add a phone number(s) for the bank and/or financial institution. Select Add in the Phone section and enter the following information: • Phone Number – Enter the phone number for the bank and/or financial institution including area code. • Phone Device – Select the appropriate device type. • Primary – Check the box if this is the primary number for the bank and/or financial institution. • Use For – Not applicable. To add additional phone numbers for the customer, select Add. If multiple phone numbers are entered for a bank and/or financial institution, one of those phone numbers needs to be marked as Primary.

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5	Optional but best practice to enter: Under the Contact Information tab, add an address(es) for the bank and/or financial institution. Select Add in the Address section and enter the following information: • Address Line 1 – Enter the street address for the bank and/or financial institution. • City – Enter the City for the bank and/or financial institution. • State – Enter the State for the bank and/or financial institution. • Zip Code – Enter the Zip Code for the bank and/or financial institution. • Primary – Check the box as this is the primary address for the bank and/or financial institution. • Use For – Not applicable. To add an additional address for the bank and/or financial institution, select Add. If multiple addresses are entered for the bank and/or financial institution, one of those addresses needs to be marked as Primary.
6	Optional: Under the Contact Information tab, add an email for the bank and/or financial institution. Select Add in the Email section and enter the following information: • Email Address – Enter the main email address for the bank and/or financial institution. • Use For – Not applicable. To add an additional email for the bank and/or financial institution, select Add. If multiple emails are entered for a bank and/or financial institution, one of those emails needs to be marked as Primary.
7	Under the Attachments tab, add attachments. Click Select files>find and click on the file you want to attach>click open>Successfully Uploaded! message displays. To add more than one attachment: Click Upload>find and click on the new file you want to attach>click open>Successfully Uploaded! message displays. To remove an attachment altogether, click the Trash Can icon.
8	Select OK. Create Financial Institution displays with created bank and/or financial institution. Select Done.

What Happens Next?

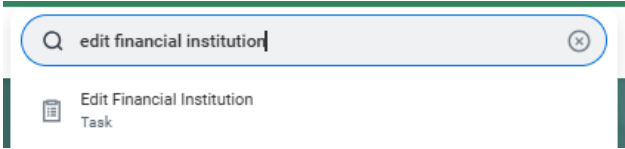
- The Financial Institution has been created.

Related Reports

- View Financial Institution

Banking and Settlement: Create and Edit Financial Institution

Edit Financial Institution

1	In the Search bar, enter Edit Financial Institution. In the Search results, select the Edit Financial Institution task. 
2	Under Edit Financial Institution, select the bank and/or financial institution from the Financial Institution field. Select OK.
3	Under Edit Financial Institution, update the fields for this task. For the fields: • Financial Institution Name – Brought forward from previous page. • Financial Institution ID – Auto generated. • Tax ID – Optional, leave blank. • Bank Identification Code – Optional, leave blank. • Bank Code – Optional, leave blank.
4	Optional: Under the Contact Information tab, update phone number, address, and/or email address for the bank and/or financial institution.
5	Under the Attachments tab, add attachments.
6	Select OK. Edit Financial Institution displays with created bank and/or financial institution. Select DONE.

What Happens Next?

- The edit to the financial institution has been made.

Related Reports

- View Financial Institution