



# Quick Reference Guide Enter Banking Information

**Purpose:** The purpose of this function is to allow employers to set up banking information for payments to APERS. Banking information must be added before payments can be made. You may set up different banking information for each of your reporting groups.

**Step 1:** From the main menu, select the Employer Info tab.

The screenshot shows the main menu with 'Employer Info' circled in green. Below the menu, the 'Employer Info' section is visible, including a 'Change' button and a 'Demographics' section with the following details:

Employer Number:		Name:	
Tax No:		DBA:	
Status:	Active	Type:	
Mailing:	308 W WALNUT BRADFORD AR 72020	Primary Phor	
		Primary Ema	

**Step 2:** Scroll down to Reporting Group section and click the Details link in the Tools column next to the applicable reporting group.

The screenshot shows the 'Reporting Group' section with a table of reporting groups. The 'Details' link in the 'Tools' column for the 'CITY OF BRADFORD' group is circled in green.

Tools	Nickname	Reporting Group Number	Balance
<a href="#">Details</a>	CITY OF BRADFORD	10594-1	\$0.00

**Step 3:** In the new window, click the EFT Info tab. From this tab, you can click the Actions link in the Tools column and deactivate the current EFT or add new EFT Information.

The screenshot shows the 'EFT Info' tab with a table of EFT information. The 'EFT Info' tab is circled in green.

Tools	Description	Period	EFT Status	Default EFT
<a href="#">Actions</a>	Streets - SOUTHERN BANK (Checking) XXXX10097	4/24/2018 - current	Approved	<input checked="" type="checkbox"/>
<a href="#">Actions</a>	general - SOUTHERN BANK (Checking) XXXX10062	4/12/2017 - current	Approved	<input type="checkbox"/>

**Step 4:** To Add New EFT- Click Add Payment Method in the dropdown menu. In the Details window, click Search to add the routing number.

The screenshot shows a 'Details' window with the following fields and controls:

- Start Date: 03/02/2021
- Make Default EFT:
- Bank Routing Number:
- Bank Name:
- Bank Account Number:
- Re-enter Bank Account Number:
- Bank Account Type:
- Nickname:
- Search button (circled in green)
- Cancel button
- Save button

**Step 5:** Add the routing number and click Search to retrieve bank information. Complete the Bank Account Number and Bank Account Type fields. You can nickname the accounts to make it easier to select when making a payment. Once banking information is entered, click the Save button. All done.

The screenshot shows the 'Details' window after the search process:

- Start Date: 03/02/2021
- Make Default EFT:
- Bank Routing Number: 281573259
- Bank Name: SOUTHERN BANK
- Bank Account Number:
- Re-enter Bank Account Number:
- Bank Account Type:
- Nickname:
- Search button
- Cancel button
- Save button

The bank account will be verified overnight and be ready to use the following day.