Manage Bank Account

1. This is the first activity you will need to do. Once the BDIC sponsor is logged into e-Services, the sponsor must set up their EFT account before they can perform any activities on e-Services. To do this, we will use the Manage Bank Account activity. Click on **Manage Bank Account** hyperlink

Summary Action Center Settings More		
BDIC Sponsor HOLT DRIVING SCHOOL 2073 AURELIUS RD HOLT MI 48842-1331 INGHAM COUNTY	Account Q3632	 Check Driver Eligibility View EFT Reports Submit Course Results Manage Bank Account More

 We are now opened to the eCheck Account management activity. From here, the sponsor can add their bank account information. Add the banking information by selecting the Add Bank Account hyperlink.

eCheck Account Management

Note:

To be considered for participation in the Michigan Department of State Automated Clearing House (ACH) program, please register/maintain your bank account using the link(s) provide registration, you authorize the Michigan Department of State to electronically transfer funds from your financial institution to a State of Michigan account.

BDIC Sponsor - Q3632	
Name: HOLT DRIVING SCHOOL	Add Bank Account
Address: 2073 AURELIUS RD HOLT MI 48842-1331	eCheck Account is Required

3. e-Services activities are meant to be intuitive and user-friendly. CARS will walk you through the process of performing each activity. The **red asterisks (below**) indicate that the field is required. You must enter information in all required fields before you can move on.

Add Bank Account Add Bank Account will use the bank information you enter below BDC Sponsor - Q3632 Name: HOLT DRIVING SCHOOL Address: 2073 AURELIUS RD HOLT MI 48842-1331 Answer the below questions about the new bank account Is this a business or corporate bank account? No Routing Number Required Bank Account Number To provide the terms and conditions to proceed To Unsut agree to the terms and conditions to proceed To Unsut agree to the terms and conditions to proceed To Unsut agree to the terms and conditions to proceed To Unsut agree to the terms and conditions to proceed To Depository Financial Institution to charge such withdrawals from the account registered and authorize the Depository Financial Institution to charge such withdrawals to my listed account. Please note tha Hochigan Department of State. Please note that you are ineligible to pay by ACH if the bank account identified bis funded or otherwise associated with a foreign bank account to the extent that the payment transaction would qualify as an International ACH Transaction under the NACHA Nucle. You may update your bank account information through e-Services if additional changes need to be made.							
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Cancel Submit							
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4. Make sure to agree to the terms and conditions by selecting the **checkbox**. Once all the required information has been inputted and you are satisfied with it select the **Submit** button in the bottom right-hand corner to submit your banking information.

5. The bank account information is now entered into CARS. At the top of the screen, we see a confirmation statement that our EFT account has been registered.

Add Bar	nk Account
Your reg	gistered EFT account will use the CHECKING account ending in 5315
BDIC Sp	oonsor - Q3632
Name: H	HOLT DRIVING SCHOOL

- 7. We are now back on the **eCheck Account Management** screen. We can now see that we no longer have the option to add bank information, but instead **update bank account** information.
- < HOLT DRIVING SCHOOL

eCheck Account Management	
Note: To be considered for participation in the Michigan Department of State Automated Clearing House (ACH) program, plee registration, you authorize the Michigan Department of State to electronically transfer funds from your financial instituti	ase register/maintain your bank account using the link(s) provided. Upon tion to a State of Michigan account.
BDIC Sponsor - Q3632 Name: HOLT DRIVING SCHOOL Address: 2073 AURELIUS RD HOLT MI 48842-1331	Update Bank Account Count is Required

NOTE: Sponsors can only have one bank account recorded at a time. Once bank account information is updated, the old banking information is no longer available.