

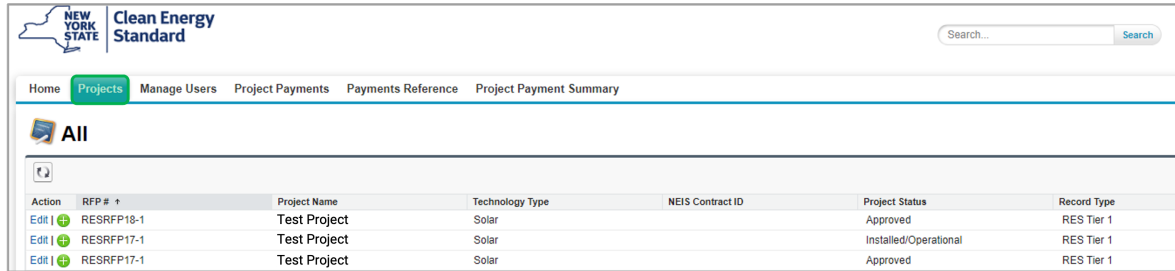
Introduction

This page provides instructions on how to add new or update existing banking information for Salesforce Portal invoices.

Instructions

1

Log into Salesforce, then locate and access the correct **Project Record**.



| Action | RFP # | Project Name | Technology Type | NEIS Contract ID | Project Status | Record Type |
|----------------------|------------|--------------|-----------------|------------------|-----------------------|-------------|
| Edit | RESRFP18-1 | Test Project | Solar | | Approved | RES Tier 1 |
| Edit | RESRFP17-1 | Test Project | Solar | | Installed/Operational | RES Tier 1 |
| Edit | RESRFP17-1 | Test Project | Solar | | Approved | RES Tier 1 |

2

Once in the **Project Record**, click the **Details** tab and review the **W-9 Tax ID Number** in the project information to verify that the W-9 Tax ID Number is correct. If not, please contact your **Project Manager** (listed in the Portal) via email.

Project Progress Reports (2)

Project Details (2)

Project Detail

Edit

Manage Milestones

▼ Project Information

| | | | |
|--|------------|---------------------------|----------------------|
| Project Name | Test Solar | Project Manager Email | samplemail@gmail.gov |
| Technology Type | Solar | Project Manager Phone | 518-862-1090 |
| W-9 Tax ID | C | Project Manager Extension | #### |
| PTID | ##### | NEISATX ID | GEN#### |
| Project Status | Approved | NEIS Contract ID | 123456_X |
| Maximum Annual Contract Quantity (MWH) | ###,###.00 | Supplier Supplier ID | 12345 |
| | | Supplier W-9 Tax ID | 12-3456789 |
| | | Payee Supplier ID | 00000 |
| | | Payee W-9 Tax ID | XXX-XXX-XXXX |

3

Once you confirm the Payee W-9 Tax ID Number is correct, sign up for **Electronic Funds Transfer** by completing this [Form](#). Please use the Payee Supplier ID listed in the portal.

4

New requirements to add or update banking information. The information must be verified via **Phone** by the **Authorized Signatory** or **Contract Signer** only:

| | |
|--|---|
| Requirements for first time EFT Enrollment: | <ul style="list-style-type: none"> Supplier must provide NEIS Supplier ID Number Supplier must provide current Business Name Supplier must provide Federal Identification Number / Tax ID Number |
| Requirements for Modifications to Existing EFT information: | <ul style="list-style-type: none"> Supplier must provide NEIS Supplier ID Number Supplier must provide current Business Name Supplier must provide Federal Identification Number / Tax ID Number Supplier must provide Bank Name already on file Supplier must provide Bank Routing ABA Number already on file Supplier must provide Bank Account Number already on file New Bank Name New Bank Routing Number New Bank Account Number |

