

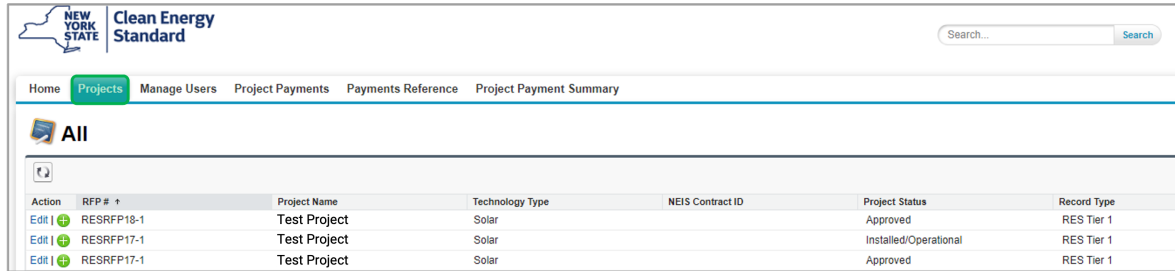
## Introduction

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

## Instructions

1

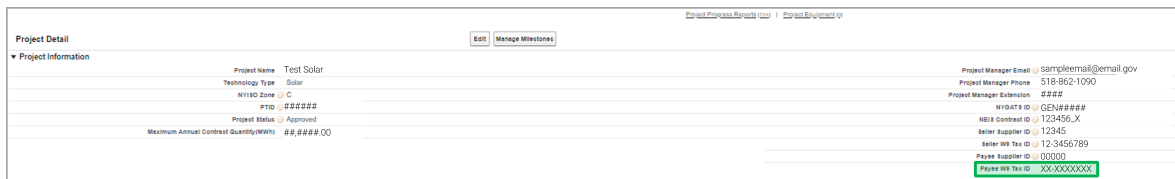
Log into Salesforce, then locate and access the correct **Project Record**.



Action	RFP #	Project Name	Technology Type	NEIS Contract ID	Project Status	Record Type
<a href="#">Edit</a>	RESRFP18-1	Test Project	Solar		Approved	RES Tier 1
<a href="#">Edit</a>	RESRFP17-1	Test Project	Solar		Installed/Operational	RES Tier 1
<a href="#">Edit</a>	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 Detail	
Project Name	Test Solar
Technology Type	Solar
W-9 Tax ID	###
PTID	#####
Project Status	Approved
Maximum Annual Contract Quantity (MWH)	###,###.00
Project Manager Email	samplemail@gmail.com
Project Manager Phone	518-862-1090
Project Manager Extension	###
NEIS Contract ID	123456_X
NEIS 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:

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

