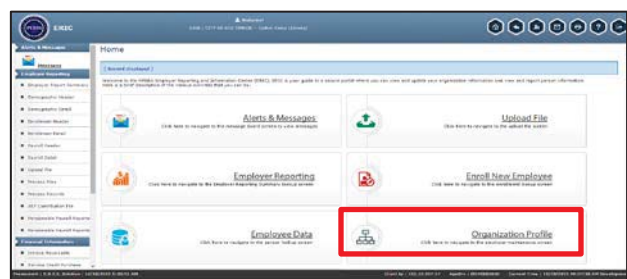
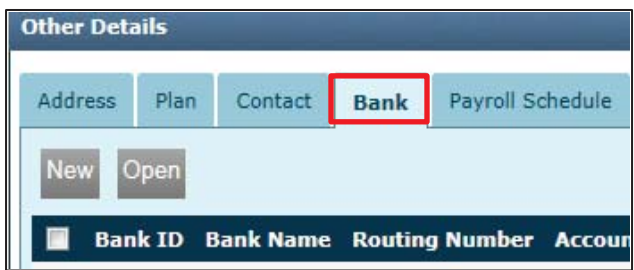


# Entering/Updating Bank information

1. On the home page click on Organization Profile.



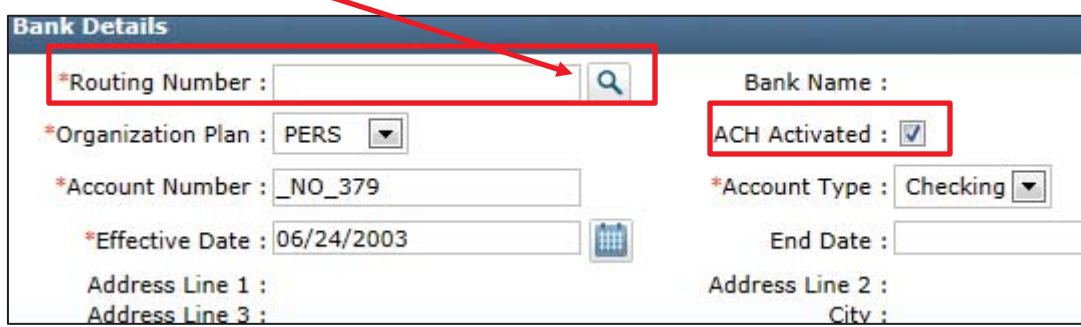
2. ERIC displays the Employer Maintenance screen. Click on the "Bank" tab.



3. Click New button to create **NEW** bank record *or* Click Open button to update existing record. ERIC displays the Bank Maintenance screen.



4. Click on "search" button to locate a bank. Once you elect a bank, the routing number will be auto-populated. Select a plan from Organization dropdown. Continue entering required information.



5. Click **SAVE** button

