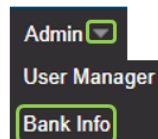




IPFS offers Web Admins the ability to manage ACH bank account information on ipfs.com.



Add a New ACH Account

1. Choose **Add a New ACH Account**.
2. Complete all required fields * and select **Submit**.
 - a. **Account Nickname** – Personalize the ACH account.
 - b. **Disbursement Type** – All Disbursements, Net Premium (Trust Account), or Policy Commissions and Fee Credits.
3. The request is sent to IPFS, and all Admins receive an email with the request details.
 - a. Pending or rejected status and active ACH accounts are separated onscreen.

Add ACH Account

Account Nickname
Add Account Nickname

Account Info

ABA/Routing Number*

Bank Name*
Your bank name will auto populate after you enter your ABA/Routing number above

Account Number*
Re-enter Account Number*

Date To Begin Using Account
09/19/2024

FEIN Number
Does your agency currently hold an Employer Identification Number (EIN) issued by the Internal Revenue Service?
(Note: This number is not your personal Social Security Number)

Pending ACH Account Update Requests - Workflow

Pending ACH Account Update Requests

Request Type	Status	Account Nickname	Bank Name	Account Number	ABA/Routing Number	Type	Actions
NEW	PENDING	Funding Account	WELLS FARGO BANK	*2345	*****0659	Net Premium (Trust Account)	Edit / Delete

1. The status is **Pending** while IPFS evaluates the request.
 - b. **Actions** – Web Admins can edit or delete the request while in the pending status.
2. Once the review is complete, an email notification is sent to **all Web Admins** containing a link to the **Bank Info** page to view the status.
 - a. **If Approved** – The status is noted in the email and account details are available in the **Active ACH Accounts** Section.

This has been approved. Thank you!

There has been an update to the status of your bank account request with Imperial PFS®. The current status of your request can be [viewed here](#).

If you did not request these changes, please contact us immediately at bankinfo@ipfs.com so that we can assist you with resolving any issues.

Thank you for allowing us the opportunity to provide you with a legendary customer service experience.

The information contained herein is confidential and proprietary. Recipients will respect the confidentiality of this material and not disclose to any third party any of the contents of this document without first obtaining written approval from Imperial PFS.



b. **If Rejected** –The reason for rejection is displayed when selecting **Review** on the Bank Info page in the **Pending ACH Account Update Requests** section.

a. **Delete** is available for rejected accounts.

Pending ACH Account Update Requests

Request Type	Status	Account Nickname	Bank Name	Account Number	ABA/Routing Number	Type	Actions
REPLACE	REJECTED	Loan Funds	WELLS FARGO BANK	*9999	****0659	Net Premium (Trust Account)	Review / Delete

IPFS was unable to verify the accuracy of this bank account information with appropriate party.

Active ACH Accounts - Workflow

All active approved ACH account details are listed.

Bank Info

Active ACH Accounts

Account Nickname	Bank Name	Account Number	ABA/Routing Number	Type	Actions
Fee Revenue	WELLS FARGO BANK	*8765	****0659	Policy Commissions & Fee Credits (Operating Account)	View / Replace
Funding Account	WELLS FARGO BANK	*2345	****0659	Net Premium (Trust Account)	View / Replace

Actions available

1. **View** the account details.
2. **Replace** the account with new ACH information.
3. **Combine** or **Split** any Active ACH account.

Combine ACH Account

Combine multiple ACH accounts into one.

Split ACH Account

Separate one funding account into multiple funding accounts per type.

Any change to an approved account will re-start the Pending ACH Account Update Workflow.

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