

→If you have multiple OPTins accounts tied to your username first select the account, you will be updating from the drop-down menu at the top right corner of the screen.



To access EFT Management, Select 'EFT Management Tab'

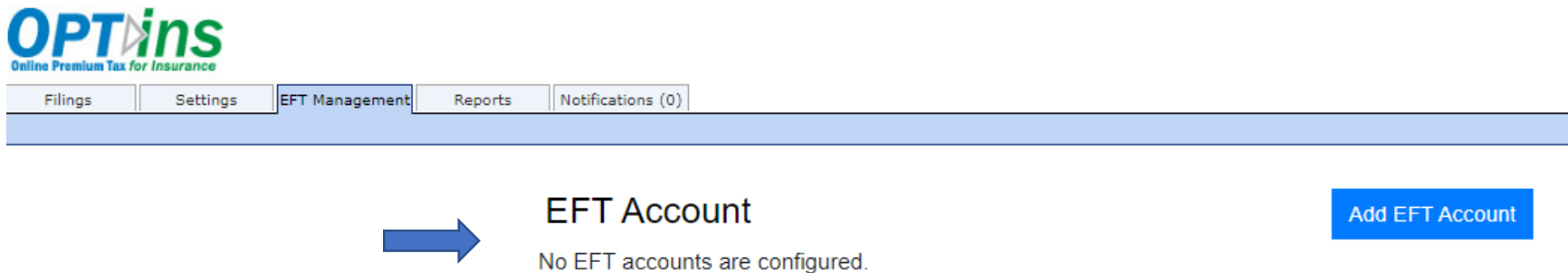


User must have **Bank Account Manager role.*

Role can be request by the User Admin on the Account:

Under Settings Tab—Request new user or update existing user.

For accounts that have not had EFT associated, you will see the screen below:



The screenshot shows the OPTins interface with the 'EFT Management' tab selected. A blue arrow points to the 'EFT Account' section, which displays the message 'No EFT accounts are configured.' and an 'Add EFT Account' button.

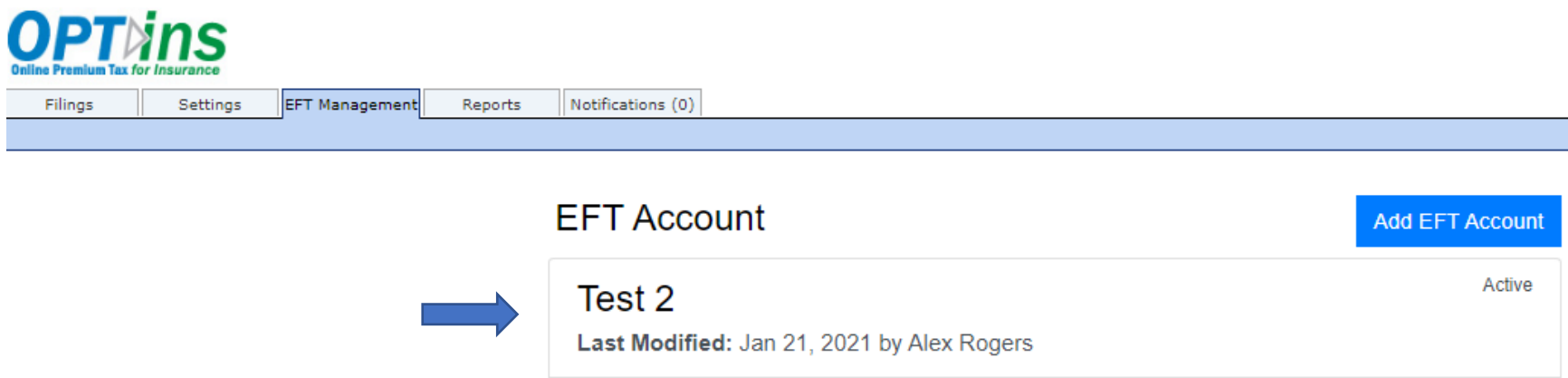
OPTins
Online Premium Tax for Insurance

Filings Settings **EFT Management** Reports Notifications (0)

EFT Account Add EFT Account

No EFT accounts are configured.

For accounts that have had EFT associated, you will see a screen similar to the one below that lists all banking profiles on file:



The screenshot shows the OPTins interface with the 'EFT Management' tab selected. A blue arrow points to the 'EFT Account' section, which displays a list of banking profiles. One profile is shown: 'Test 2', which is 'Active' and was last modified on Jan 21, 2021 by Alex Rogers. An 'Add EFT Account' button is also visible.

OPTins
Online Premium Tax for Insurance

Filings Settings **EFT Management** Reports Notifications (0)

EFT Account Add EFT Account

Test 2 Active

Last Modified: Jan 21, 2021 by Alex Rogers

To add an EFT account, select the Blue 'Add EFT Account' button:



You will be directed to the page below:

Internal Accounting nickname, Bank Name, or some other name that easily distinguishes this EFT information from other EFT information that may be associated to other OPTins accounts.

Name of Company associated to the account or the parent company. This cannot be updated once saved.

Bank account information.

[Return to EFT Accounts](#)

Add EFT Account

Bank Information

Account Nickname *

Name of Company * ?

Name of Company cannot be changed after the account is created.

Routing Number *

Account Number *

Re-enter Account Number *

Addenda Notice

All EFT accounts will be created with a transaction type of CTX and no addenda. If this account needs to be setup with a transaction type of CCD or addenda information, please contact the OPTins Marketing team.

optinsmktg@naic.org

(816) 783-8787

Continued:

Next, add the contact information for the account. *NOTE* This is an internal contact. This is NOT a representative from the financial institution.

Contact Person

First Name *

Last Name *

Phone Number *

(xxx) xxx-xxxx

Non-U.S.

Email *

Legal Consent

Copy

The National Association of Insurance Commissioners ("NAIC") is authorized to initiate debit entries and to initiate, if necessary, credit entries and adjustments for the correction of any debit entries in error from or to the account indicated above of the Company indicated above at the financial institution indicated above.

The Company authorizes the above-named Financial Institution to honor such requests from the NAIC and to debit or if applicable, to credit, the same to the account indicated above. The debit entries initiated by the NAIC are for the payment of amounts to due the applicable state agency as noted in the OPT_{ins} Use Agreement agreed to by the Company.

This authorization shall remain in full force and effect until the above-named Financial Institution as well as the NAIC have received written notice from the Company of termination of authority in such time and manner as to afford the Financial Institution as well as the NAIC a reasonable time to act on said termination. Notwithstanding the foregoing, this authorization shall terminate no later than thirty (30) days after written notice of termination is received by the NAIC.

Review the information entered and the legal consent. Click the 'Agree' box then the Blue 'Save EFT Account' button.

I agree to the terms and conditions above and wish to continue.

All EFT accounts will show here on the EFT Management dashboard. To edit an existing account, hover over the account to edit and click to open the edit page:



Filings

Settings

EFT Management

Reports

Notifications (0)

EFT Account

[Add EFT Account](#)

Test 2

Active

Last Modified: Jan 21, 2021 by Alex Rogers

Here, the account nickname, Companies associated with the bank account, and contact information can be updated.

[Return to EFT Account List](#)

EFT Account Details

Deactivate

Bank Information	
Account Nickname:	Test 1 Edit
Routing Number:	021000021
Account Number:	●●●●5678
Name of Entity:	Test ABC Co

Associated Entities		Edit
Associated Entities		
Company Test ABC		

Contact Person		Edit
First Name:	Jane	
Last Name:	Doe	
Phone Number:	(000) 000-0000	
Email:	name@mail.com	

ASSOCIATING ENTITIES TO EFT

Associated Entities	Edit
Associated Entities	

To add or remove companies click the blue 'Edit' link next to 'Associated Entities.'

Select an available entities on the left panel and move to the right panel by clicking the singular arrow pointing right. To move all entities, click the double arrows pointing right.

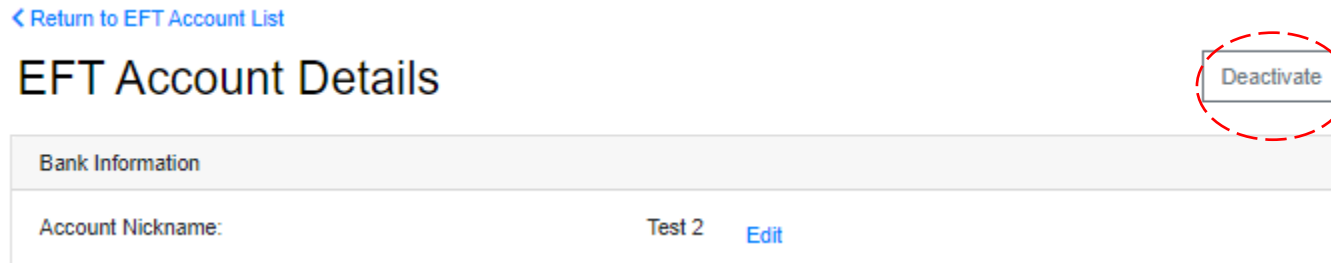
The screenshot shows the 'EFT Account Details' page with a modal window titled 'Edit Associated Entities'. The modal contains two lists: 'Available Entities' and 'Associated Entities'. The 'Available Entities' list contains 'Test ABC Co'. The 'Associated Entities' list contains 'Company Test ABC'. Between the lists are four arrow buttons: a double right arrow (>>), a single right arrow (>), a single left arrow (<), and a double left arrow (<<). A green arrow points to the single right arrow button, and a red arrow points to the single left arrow button. At the bottom of the modal are 'Cancel' and 'Save Associated Entities' buttons.

To remove entities, click the entity on the right panel and click to the singular arrow pointing left. To remove all entities, click the double arrows pointing left.

DEACTIVATING EFT

If the bank account is no longer valid, the EFT information can be deactivated.

At the top right corner of the EFT information page, click the white 'Deactivate' EFT button:



A confirmation box will pop up allowing you to cancel or proceed with deactivating the EFT Account.

If there are no scheduled/draft filings, you will receive the confirmation box below:

The screenshot shows a web interface for "EFT Account Details". At the top left, there is a link "< Return to EFT Account List". The title "EFT Account Details" is centered at the top, with a "Deactivate" button on the right. Below the title is a section for "Bank Information" containing fields for "Account Nickname:" (value: Test 1, with an "Edit" link), "Routing Number:", "Account Number:", and "Name of Entity:". Below this is an "Associated Entities" section with an "Edit" link. A white modal dialog box is overlaid in the center, titled "Deactivate EFT Account?". The dialog contains the text: "Deactivating this EFT account will disassociate all entities. You currently have **0 scheduled filings** and **0 draft filings** associated to this EFT Account. Do you want to continue?". At the bottom of the dialog are two buttons: "No" and "Yes, Deactivate EFT Account".

If there are scheduled/draft filings, you will receive the confirmation box below:

At this stage you have the option to copy tracking number(s) that correspond to the scheduled/draft filings for the companies that are associated with the EFT that will be disabled.

The screenshot shows the 'EFT Account Details' page. A modal dialog box titled 'Deactivate EFT Account?' is displayed over the 'Bank Information' section. The dialog contains the following text: 'Deactivating this EFT account will disassociate all entities. You currently have 0 scheduled filings and 1 draft filings associated to this EFT Account.' Below this, it says 'Draft (Copy)' followed by the tracking number 'RI2020A600001773' in blue text. The dialog asks 'Do you want to continue?' and provides two buttons: 'No' and 'Yes, Deactivate EFT Account'. The background page shows fields for 'Account Nickname:', 'Routing Number:', 'Account Number:', and 'Name of Entity:'. Below the dialog, there is an 'Associated Entities' section with a table containing one entry: 'Company Test ABC'. A 'Deactivate' button is visible in the top right corner of the page header, and an 'Edit' button is visible in the bottom right corner of the 'Associated Entities' section.

Once an account is deactivated, it is still visible on the EFT Management Dashboard and can still be edited or reactivated:

EFT Account	Add EFT Account
Test 2 Last Modified: Jan 21, 2021 by Alex Rogers	Active
Test 1 Last Modified: Jan 27, 2021 by Rebeca Amezcua	Inactive