

On-Line Banking Access Request Form Instructions

- Click the form link provided. You may be asked to login to the current authentication system for the University

Instructions



You are about to complete the On-Line Banking Access Request Form.

This form also requires a signature from your Supervisor.

Please key in the name and preferred e-mail address of your Supervisor below.

After you complete your part of this form, an e-mail request for signature will be sent to your Supervisor automatically.

Form Participants

Supervisor

First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Enter your supervisors first and last name. When entering their email be sure to use their ND preferred email address. Continue

- Page 1 of the form will appear.

- Complete the form accordingly selecting the financial institutions and accounts and products needed.

- **New** to fill out is your cell phone, for mobile tokens, and DOB for some financial institutions

- Complete form, and choose 'Next'.

On-Line Banking Access Request Form



Action Requested: Effective Date: If replacing an employee enter their name:

*If adding a new user please COPY access of an existing user - see below.

User's First Name: <input type="text"/>	Last Name: <input type="text"/>	<input type="text"/>
Title: <input type="text"/>	Department: <input type="text"/>	<input type="text"/>
Campus Address: <input type="text"/>	Preferred Email Address: <input type="text"/>	<input type="text"/>
Campus Phone #: <input type="text"/>	Date of Birth: <input type="text"/>	<input type="text"/>
Cell Phone #: <input type="text"/>	*COPY access of this existing user for selected financial institutions below (recommended): <input type="text"/>	

Please select the appropriate accesses required from the choices below:

- JPMorgan Chase**
 - Balance Reporting - Read Only (Cash Balances and Transactions) Select from specific accounts or check scanning below:
 - Charitable Remainder Trusts - 2350
 - Concentration Account - 1881
 - Credit Card Settlement Acct - 0290
 - Development Gifts (CC) - 0266
 - Development Receipts - 1915
 - Disbursement Account - 3139
 - Federal Student Loans - 1923
 - General Incoming Receipts - 1956
 - ND Marketplace - 0206
 - Outgoing Payments - 1972
 - Payroll Receipts - 9707
 - Payroll Account - 3581
 - RSPA Account - 1907
 - Santa Fe Interests, LLC - 6690
 - Student Tuition Receipts - 1931
 - JPM Remote Deposit Capture (Check Scanning) - ITMS
 - Receivables Edge Receivables Edge Access Type:
 - 802275 (Main)
 - 802275-1 (Shadow/Credit Card)
 - Bank Statements (Payables Web Service)
 - eServe (notifications)
- 1st Source Bank**
 - Balance Reporting - Read Only (Cash Balances and Transactions) Select from specific accounts or check scanning below:
 - Bradley IP - 3706
 - Bradley Operating - 8683
 - Bradley Security Deposit - 8691
 - Cedar Grove Escrow - 0075
 - Charity Gaming - 2382
 - Concentration Acct - 6527
 - Department Deposit Acct - 6519
 - Disbursement Acct - 0966
 - Hydro Holdco Operating - 8610
 - Hydro Holdco Debt Services - 8693
 - IDEA Center Account(s)
 - Land O'Lakes - 2390
 - ND Hydro LLC - 1089
 - ND Renewable Energy Inc - 1071
 - Payroll Acct - G04 - 1311
 - Special Disbursement - 0754
 - Student Refund - 4876
 - 1st Source Remote Deposit Express (Check Scanning) - RDE
- Bank of America**
 - NDI Gateway LLC - 2980
 - NDBCC - USD Capital - 1010
 - NDBCC - CNY Basic Acct - 1060

- **Your electronic signature is required. When this screen appears you will type in your name and select 'Sign Electronically'**

Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.



Wendy	Mott
<input type="text"/>	<input type="text"/>
<input type="button" value="Previous"/>	<input type="button" value="Sign Electronically"/>

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

- **An e-mail will be sent to the supervisor you listed previously to ask them to go to the provided link and electronically sign the form you just completed.**
- **Once the supervisor has completed the approval electronic signature you will receive an e-mail notifying you that your supervisor has completed their portion of the On-line Banking Access Request Form.**
- **The Office of Treasury Services (OTS) also receives a notification that the process has been complete and now OTS will take the necessary action to do their part.**
- **Last, OTS will notify the user and or the supervisor once access has been granted and the financial institution will send instructions.**

Thank you for submitting your form.