



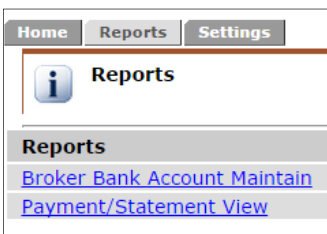
CHANGING YOUR PAYMENT METHOD

Broker-vendors were created within the portal with paper checks as the default payment method for commissions. If you wish to receive payment via an ACH/Electronic Funds Transfer (ACH), you must change your payment option prior to the 15th of the month. **Changes made after the 15th will not take effect until the following month. A pre-note test will be initiated to verify the accuracy of the account information. IF the pre-note is successful, you will receive the next payment by ACH. If it is not successful, you will be contacted by a SCAN Health Plan Compensation team member.**

Selecting ACH

Follow the instructions below to change your payment method.

1. After logging in, navigate to the **Reports** tab.
2. Select [Broker Bank Account Maintain](#) to display Search Screen

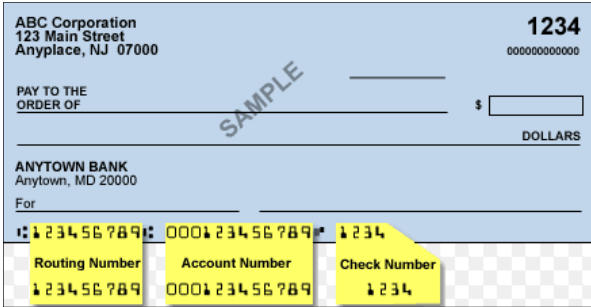


3. Perform an open search by clicking on at the bottom of the page.

4. Click on [View](#) next to your search result to display a webform.
 Some of the fields have been prepopulated with temporary data.

Vendor Number: C000111 Lookup	Address1:	<input type="text"/>
Vendor Name: John Smith Lookup	Address2:	<input type="text"/>
Broker Bank Name: Your Bank	City:	<input type="text"/>
Routing Number: 999999999	State:	<input type="text"/>
Account Number: Enter Routing # Above and Account # Here	Postal Code:	<input type="text"/>
Account Type: <input type="text"/>	Country:	<input type="text"/>
Payment Type: CHK <input type="text"/>	Date Created:	08/01/2014 11:45:37
Currency: <input type="text"/>	Date Updated:	
Broker Name: <input type="text"/>	Active: Y <input type="text"/>	
<input type="button" value="Save"/>		

5. Change the following **four** required bank data fields:
 - a. **Bank Name:** Key your bank's name.
 - b. **Routing Number:** Key your bank's routing number. This is found on your check; See sample check.
 - c. **Account Number:** Key your bank account number. This is found on your check; See sample check.



- d. **Payment Type:** Select **ACH** (for electronic funds transfer) from the dropdown

Vendor Number: C000111 Lookup	Address1:	<input type="text"/>
Vendor Name: John Smith Lookup	Address2:	<input type="text"/>
Broker Bank Name: Anytown Bank	City:	<input type="text"/>
Routing Number: 123456789	State:	<input type="text"/>
Account Number: 00123456789	Postal Code:	<input type="text"/>
Account Type: <input type="text"/>	Country:	<input type="text"/>
Payment Type: ACH <input type="text"/>	Date Created:	08/01/2014 11:45:37
Currency: <input type="text"/>	Date Updated:	
Broker Name: <input type="text"/>	Active: Y <input type="text"/>	
<input type="button" value="Save"/>		

6. All other required fields should remain the same.
7. Enter data in optional fields (bank address, etc.) if desired.
8. Select to update the broker-vendor bank.
9. If at any time you want to revert to check, follow the steps above but select **Payment Type** CHK.

Changing Banks or Accounts after Initial Bank Set-Up

If you need to change banks completely (Create New Bank) or change the account number of the existing bank, you will need change the Active option to N in the existing bank and then contact the SCAN Health Plan Compensation team.