This presentation will guide you through the set-up process to receive ACH payments.
Before we begin, please have available your Vendor ID number (VNxxxxxxx) and your temporary password (ACHxxxx) that was issued to you by the College.
Vendors set up their account profile directly on the College of DuPage myAccess website.
myAccess is a secured website. All banking information is encrypted and can only be accessed by YOUR company.
To get started, enter the following URL into your browser:
https://myaccess.cod.edu
Once you are on the website, just follow the next steps....
CLICK THE “LOG IN” TAB
1. Enter your myAccess ID (VNxxxxxxxx)
2. Enter your temporary password (ACHxxxx)
3. Click Submit

Next slide please
If you should encounter a log-in issue, please email the College of DuPage IT help desk at ach-help@cod.edu. Please include your name, your company name, your MyAccess ID, and a brief description of the problem.
If this is the first time you have ever logged into myAccess, the “Change Password” screen will automatically populate (see next slide).
1. Enter your User ID (VNxxxxxxx)
2. Enter your temporary password (ACHxxxx)
3. Enter and confirm your new password
4. Enter a “Hint” for your new password reminder (optional)
5. Click “Submit”

Next slide please
REMEMBER TO MAKE A NOTE OF YOUR NEW PASSWORD!
If you had previously changed your password and wish to change it again, refer to the next slide.
Welcome!

myACCESS gives students, staff, and the community access to the college’s information services.

Select one of the labeled bars to the right:
- myACCESS for non-credit enrollment - provides non-credit courses and seminars for adults, youth, and the Older Adult Institute. Registration is processed through Instant Enrollment. There is no need to submit an application or obtain a login.
- myACCESS for Students - provides ability to search for credit class offerings. Admitted students can register and maintain their account.

myACCESS best viewed using Internet Explorer at 1024x768 (Mac Users use Firefox).
System maintenance is performed daily from 2AM-6AM.

myACCESS 3.1
powered by DATATEL

CLICK THE “CHANGE PASSWORD” TAB
1. Enter your User ID (VNxxxxxxx)
2. Enter your temporary password (ACHxxxx)
3. Enter and confirm your new password
4. Enter a “Hint” for your new password reminder (optional)
5. Click “Submit”
REMEMBER TO MAKE A NOTE OF YOUR NEW PASSWORD!
CLICK THE
“myACCESS for VENDORS” TAB

Next slide please
CLICK ON BANK INFORMATION
1. Under “Choose One”, click the button for default bank account information
2. Click Submit
Bank Information (U.S.)

How do I find the routing number and bank account number?

- Below is your current bank account information. Change or add information here. Please fill in all fields.
- The confirmation E-Mail Address should be the person who is to receive the ACH transmittal notifications.
- Notify the College Of DuPage Accounts Payable Department anytime your Banking Information changes at acctpay@cod.edu

* = Required

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<th>Address</th>
<th>Routing Number</th>
<th>Bank Account Number</th>
<th>Delete</th>
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<tr>
<td>Default Bank Account Information</td>
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Enter both your bank routing and bank account number twice to confirm data entry accuracy.
Select Account Type (by using the drop-down menu) for the bank account - checking or savings

Next slide please
All ACH transfer notifications will be sent to your company via email. This field automatically populates.

Next slide please
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<tr>
<th>Routing Number</th>
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<th>Bank Account Number</th>
<th>Re-Enter Bank Account Number</th>
<th>Account Type</th>
<th>Receive payment advice via</th>
<th>Effective Date</th>
<th>Confirmation E-Mail Address</th>
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The effective date will automatically populate based upon the current date data was entered.
Enter the email address of the person in your company who should receive email notifications from the COD Accounts Payable Department advising them of the ACH transfer.

Next slide please
Enter the FEIN number for your business. If you are an individual/sole proprietor and do not have a FEIN number, please do not complete this field.

Next slide please
1. Read the Terms and Conditions
2. Check the box by “I Agree”
3. Click the Submit Button

Next slide please
Please confirm that the Bank Account Information as shown on this screen is correct.

If yes: Click OK.
If no: Go back into the Bank Information Screen and make appropriate corrections.

Next slide please
Congratulations!
Your Company is now set up for ACH transfers!

Next slide please
CLICK THE “LOG OUT” TAB
Pre-Noting Your Account Information

The College of DuPage Accounts Payable Department will prenote your banking information before any transfer is made. A file will be sent through our bank to your bank to ensure your account and routing number are valid. If there is a discrepancy, your email contact will be notified immediately. Pre-noting takes approximately two weeks to complete.

Next slide please
IF YOU HAVE ANY QUESTIONS REGARDING THE SET-UP PROCESS, PLEASE FEEL FREE TO EMAIL THE ACCOUNTS PAYABLE DEPARTMENT AT ACCTPAY@COD.EDU OR THE MANAGER OF CASH DISBURSEMENTS AT MOSHER@COD.EDU.
Vendor ACH Payment FAQs

• Why can’t my company continue to receive paper checks?

   In order to improve efficiencies and services to our vendors, the College has elected to cease issuing paper checks. Vendors will now receive their payments via ACH which in turn provides an improved service to you.

• When does this change take effect?

   The College began issuing ACH transfers in October 2010.
Vendor ACH Payment FAQs

• What website do vendors visit to provide their ACH information?
  Go to https://myaccess.cod.edu. It’s the college’s self service website for vendors, students, and employees. Follow the login instructions under the Step 1 section in your letter.

• When does the College need my company’s ACH info?
  Your banking info should be entered as soon as possible. We need a few weeks to pre-note your account to ensure all data is valid and is accepted by your bank. Once this is done, we can begin payment via ACH.
Vendor ACH Payment FAQs

• What is my company’s login to this website?
  Review the Step 1 section in your letter. Your MyAccess ID begins with “VN” followed by seven numbers. Your temporary password begins with “ACH” followed by the last four numbers of your MyAccess ID. You’ll need to change your password when you first login to this website. Remember to keep a record of your new password!

• Do you have instructions I can follow?
  Follow the instructions outlined in your letter, or you can visit our Purchasing website and watch the PowerPoint presentation entitled “Vendor ACH set up”. The URL is: http://www.cod.edu/purchasing/
Vendor ACH Payment FAQs

• What happens after we’re set up?

  We need a few weeks to pre-note your account to ensure all data is valid and is accepted by your bank. Once this is done, we can begin payment via ACH. If there is a pre-note error, we will email your contact immediately.

• Who do I contact with any questions or problems?

  For login issues, email ach-help@cod.edu. You need to provide your company name and your MyAccess ID in the email.
Vendor ACH Payment FAQs

• Who do I contact with any questions or problems (continued)?

*If your bank account number changes after your initial set-up, please email The College’s Accounts Payable Department (Acctpay@cod.edu). Please put in the subject line “Bank Information Change”. Remember to include your name, your company name, and vendor ID. This will ensure your new account information is pre-noted.*