## **Change ACH Information**

Go to: <a href="https://www.fdicconnect.gov">https://www.fdicconnect.gov</a>

- Sign-in
- Press continue
- If the "Assessment Actions" transaction is turned on, go to Step 1 below
- Select "Coordinator Functions" from the FDICconnect Business Center Menu
- Select "Manage Transactions"
- Click on the radio button (in the select column) next to "Assessment Actions"
- Click the "Manage Transaction Users" button at the bottom of the screen
- Select "Execute" in the "Privileges" column next to your name
- Click the "Update Privileges" button on the bottom of the screen
- Select "Menu" (in the upper right corner) to return to the Business Center Menu
  - 1. Select Deposit Insurance Assessment
  - 2. Select Assessment Actions
  - 3. Click the tab "Update ACH Information"
  - 4. Complete the required elements on the screen
  - 5. Place a checkmark in the Acknowledgment Box at the bottom of the screen
  - 6. Press Submit

If you need assistance, please contact the FDIC*connect* Helpdesk at 877-275-3342 (Select Option 4) or 703-516-1069 or email <u>fdicconnect@fdic.gov</u>.