Step 1

Log into ESM (Vendor must already be registered for these steps to work)
https://eprocurement.esmsolutions.com/https://eprocurement.esmsolutions.com/

Step 2

Click on Profile. To open the Profile section.

Step 3

Open the Drop Down list

Step 4

Select Add/Edit User

Step 5

Type the name of the person to be edited

Step 6

Click Go

Step 7

Move the cursor to the View Banking and Edit Banking boxes

Step 8

Click to check the box to allow the person to View Banking information

Step 9

The Edit Box will change from gray to white.

Click to check the box to allow the person to Edit Banking information

Step 10

Click the Blue Update button

Step 11

Log out by Clicking on the down arrow next to "Hi Name" in the top right corner

Step 12

Log back in to see the ACH Banking menu option

Step 13

Repeat Steps 2 and 3

Step 14

Click on Banking and Routing Information

Step 15

Click through the boxes adding information to each box with a * in front of it

Step 16

Click the Blue Update button when all boxes are filled in to save the changes

Step 17

Click on the arrow next to your name to log out