ORACLE®
USER PRODUCTIVITY KIT

Department	
Responsibility/Role	
File Name	**Adding changed W9 Form or ACH Form_SPD**
Revision	
Document Generation Date	4/30/2012 3:51:00 PM
Date Modified	5/21/2012 7:03:00 AM
Last Changed by	
Status	

Adding changed W9 Form or ACH Form
Trigger:

Required Field(s)	**Comments**

Output - Result(s)	**Comments**

Additional Information

Procedure
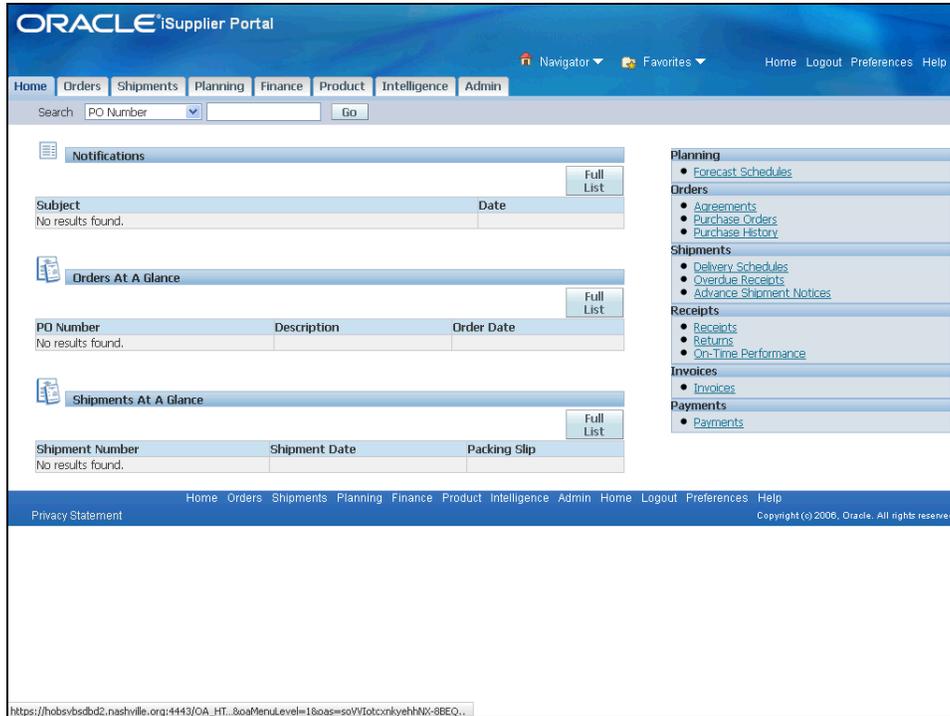
Step	Action
1.	Click the **Admin** link.
2.	Click **Add Attachment**
3.	You will need to **Title** your attachment
4.	Enter your **Title** Example: Enter "**Updated W9 form**"
5.	To select your attachment, you will need to search for your saved document. Click **Browse**
6.	Select the file that has been saved

Step	Action
7.	Click the **Open** button. Open
8.	If you have another attachment that you need to add, you can click **Add Another** and follow the same steps. Add Another
9.	Once you have added all your documents, you will then click the **Apply** button. Apply
10.	**End of Procedure.**