

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

**Adding changed W9 Form or ACH Form**  
**Trigger:**

<b>Required Field(s)</b>	<b>Comments</b>

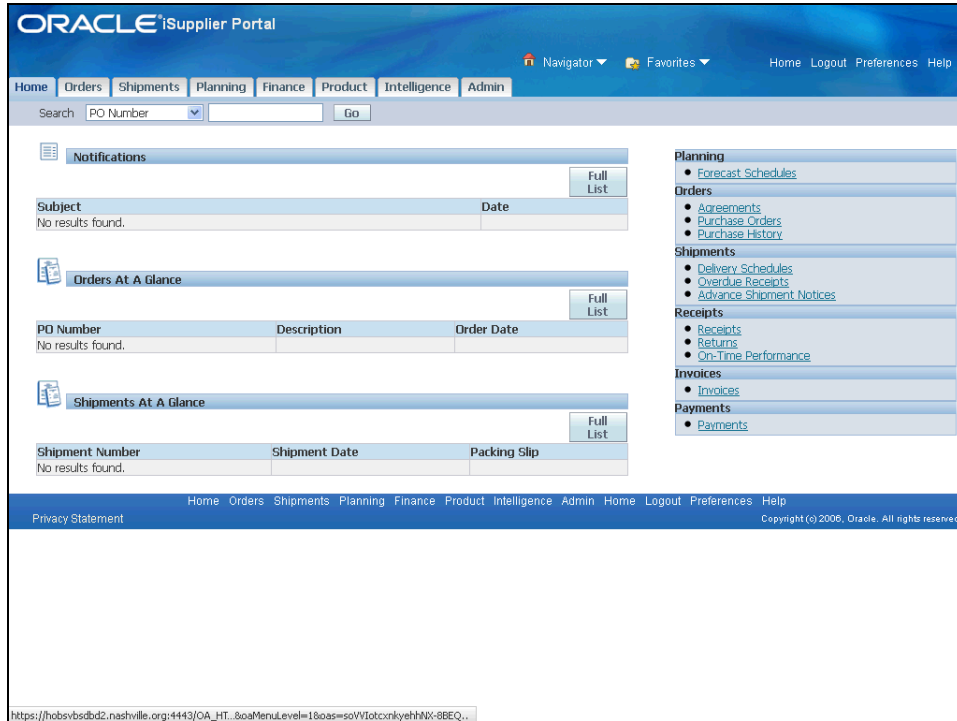
<b>Output - Result(s)</b>	<b>Comments</b>




**Additional Information**




# System Process Document

## Adding changed W9 Form or ACH Form

### Procedure



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

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