

Entering Electronic Funds Transfer (EFT) Account Information in the Agent Portal

This job aid shows how to add your agency's Electronic Funds Transfer (EFT) information into the TWIA Agent Portal. ***Please note, only administrators with this capability can update the EFT Agency Information. Organization and Financial administrators can edit EFT information for ALL locations within their agency. Community Administrators can only edit EFT information for their own location.***

1. When you log in to the Agent Portal, you will find the Administration Tab in the blue bar at the top of the screen. Click on Administration.



2. Locate the agency you would like to update and click on the agency name.

The screenshot shows the details page for the agency 'Catra Meow-Meow'. It includes fields for TDI License Number, Primary Location Address, Mailing Address, Primary Contact, and Direct Deposit. Below these fields are buttons for '+ Agency' and 'Organization Administrators'. A search bar is present above a table of Agencies/Locations. A red arrow points to the 'Catra Meow-Meow' entry in the table.

Agency Name	Producer Code	Primary Contact	Phone Number	Email Address	Status
Catra Meow-Meow	2106360W001	Catra Meow-Meow	860-933-4868	kitty@cmeowmeow.com	Active

3. On the far right, locate the EFT Payments section, and click on the pencil to edit the agency's EFT information.

The screenshot shows the EFT Payments section for the agency 'Catra Meow-Meow'. It displays the Mailing Address, Primary Contact, and Status (Active). On the right, there is a box labeled 'EFT Payments: Inactive' with a pencil icon next to it. A red arrow points to the pencil icon.



4. Complete ALL fields on the following screen. ***Please note that Business Savings accounts are no longer eligible for EFT payments.***

EFT Payment Enrollment Contact

This information is required by Chase and may be used to contact you.

First Name *

Last Name *

E-Mail Address *

Phone Number *

Address Line 1 *

Address Line 2

Address Line 3

City *

State *

ZIP Code *

EFT Payment Enrollment Bank Account Information

Bank Account information is not required if you are only changing the EFT Payment Enrollment Contact

Account Number *

Confirm Account Number

Routing Number

Account Category

Account Type

5. Next, read the EFT Terms and Conditions, check the box to complete enrollment, and click **Submit**.

Electronic Funds Transfer Terms and Conditions

ELECTRONIC FUNDS TRANSFER TERMS AND CONDITIONS

This document covers you and your rights and responsibilities concerning the Electronic Payment via electronic funds transfer ("EFT") services offered to you by Texas Windstorm Insurance Association ("TWIA"). Electronic funds transfers are electronically initiated transfers of money from your account through the electronic funds transfer services described below. By signing a request for EFT service, or using the service, each of you, jointly and severally, agree to the terms and conditions in the Agreement and any amendments for the EFT services offered.

1. **Definitions**
In this Agreement, the words "you" and "yours" mean those who sign the application, joint owners, or any authorized users. The words "we," "us," and "our" mean TWIA. The word "account" means any one or more savings and checking accounts you have with banking institutions. Business day means Monday through Friday excluding any holidays on which TWIA and/or our third party financial institution is closed.

2. **Service Provider**
You authorize TWIA to use a party to make the authorized EFT withdrawals.

3. **EFT Services**
Upon approval, you may use EFT services offered by TWIA. We will only process payments to TWIA. Our bank will withdraw, via the Automated Clearing House (ACH), the designated funds from the checking or savings account that you have specified. Payment transactions requested on or before 8:00 pm Central Time will be processed the same day they are submitted. Payment transactions requested after 8:00 pm Central Time will be processed the following Federal business day.

By checking this box, you attest that:

1. You desire EFT capabilities for the agency shown above;
2. Your agency is in the process of registering and is in good standing;
3. You are authorized to enter into banking agreements for the agency shown above; and
4. You have read and you understand the "Electronic Funds Transfer Terms and Conditions"

The Terms and Conditions will remain in effect until TWIA has received written notification of the agency's desire to terminate EFT capabilities. TWIA has the right to revoke your permissions to use EFT if any payments are returned due to non-sufficient funds.

6. Lastly, you will see the agency information screen again with the new EFT data saved. If you notice an error, click the pencil again to update the EFT information.

Agency/Location: Catra Meow-Meow

Producer Code

Mailing Address
29 MILL ST
#5
UNIONVILLE
CT
06085

Primary Contact
Catra Meow-Meow
kitty@cmewmeow.com
860-933-4868

Status
Active

EFT Payments:
Active

