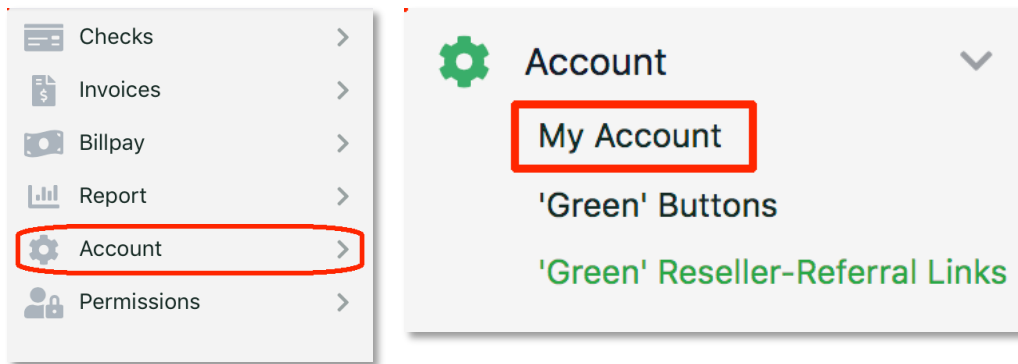


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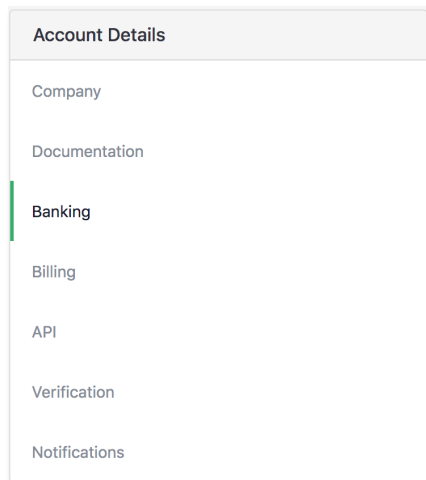
**Instruction Manual – How to Change Your Bank Account**

**System: Alfriston 2.0**

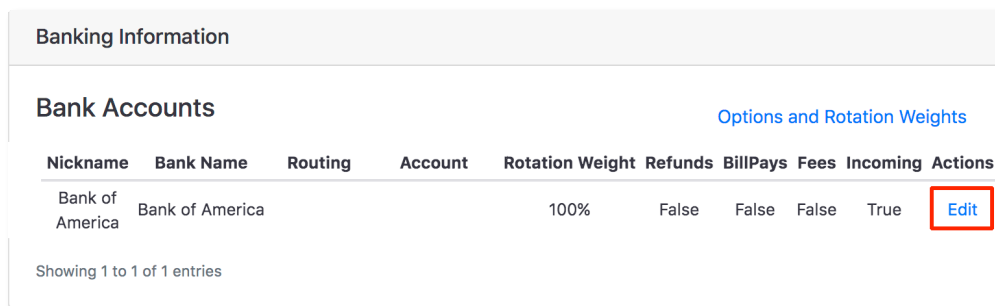
1. To change your bank account on file go to **ACCOUNT** on the menu bar. Click on **MY ACCOUNT**.



2. In the middle left part of the screen, under ACCOUNT DETAILS, click on **BANKING**.



3. In the middle right part of the screen, under Banking Information, locate the bank account you wish to change and click on **EDIT**.



4. Enter and update the required information on the form. Some information may already appear, such as the previous checking account information on file. When you are done, enter your password and click **SUBMIT**.

Change Bank Information ×

By changing your bank account your old account will be replaced and will not be kept on file. Also, if you have recently processed checks make sure to allow enough time for our fees to clear that account, as they will have already been sent for processing. If they do not clear a fee will be assessed.

Address on Account	<input type="text" value="1234 Anywhere Lane"/>
Suite/Apt	<input type="text" value="#999"/>
City	<input type="text" value="Anytown"/>
Country	<input type="text" value="United States"/>
State	<input type="text" value="Oregon"/>
Zip	<input type="text" value="99999"/>
Routing Number on Account	<input type="text" value="061000052"/>
Account Number on Account	<input type="text" value="999888777666"/>

Name of Bank: Bank of America

By continuing to change your bank account on file, you agree to submit an updated [Checking Account Authorization Form](#).

If you have any questions, please contact [Support@Green.Money](mailto:Support@Green.Money).

Password

5. After you verify the information, you will be asked to fill out and sign our **CHECKING ACCOUNT AUTHORIZATION FORM**. The form is located online on DocuSign. Once you complete and electronically sign the form, our underwriting department will be notified. A rep will review and activate the new account. You will receive an email when this process is complete. It is required and may take up to 1-business day.

# Want SAME DAY Deposit?

Ask your Green rep about **RDC** today or visit  
[Green.Money/RDC](https://Green.Money/RDC) for more information.