

Electronic Payments

Electronic payments are available to eligible landowners receiving payments from the Board of Water and Soil Resources (BWSR). It is a fast, convenient, and safe alternative to paper checks. Encouraging landowners to opt for the electronic payment system will help landowners receive their payments faster, even when they are not always at their primary residence.

A landowner is usually eligible for payment when there is one bank account associated with the easement or conservation practice payee. If the payee is a couple or a single person or entity, talk to them about these benefits! Ineligible payees include those with co-payees such as lenders or 1031 exchange entities, as well as those with more complicated ownership situations such as a group of siblings.

BWSR staff are not permitted to add landowner bank account information in the Supplier Portal.

To prepare:

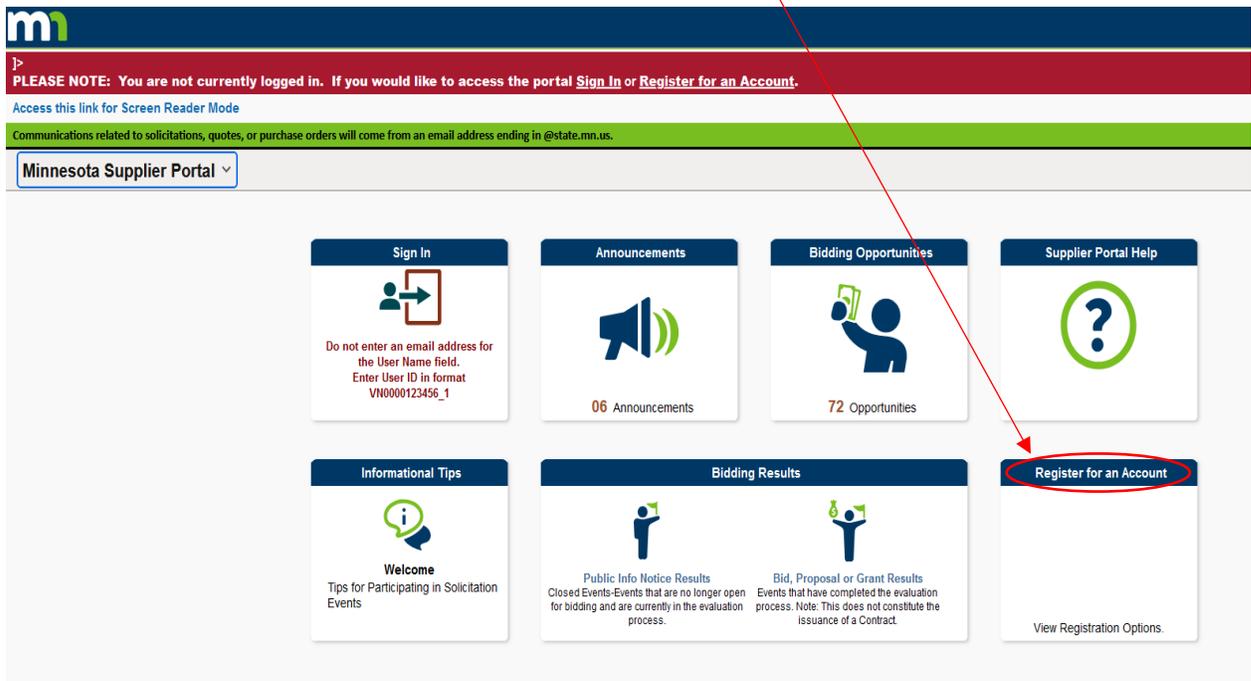
- When in initial discussions of payments with landowners, inform them that electronic payment is an option that has benefits for many landowners.
- Submit the easement application per the RIM handbook.
- If a landowner is interested in electronic payment, after you receive the notice that their application has been approved for funding by BWSR staff, email the Easement Section at bwsr.rim@state.mn.us or call 651-539-2592 to identify whether the landowner is eligible for electronic payment.
- If the landowner is eligible for electronic payment, BWSR will at that time provide their 10-digit **Supplier ID** (formerly called Vendor ID).
- Adding or changing the direct deposit information requires a two-week verification period.
- Districts may assist with this process but should not do it for the landowner, as it would require receiving private financial information.

Contact the BWSR Easement Section at bwsr.rim@state.mn.us or 651-539-2592 with questions.

You may also reach out to the EFT Helpline at Efthelpline.MMB@state.mn.us or 651-201-8106.

To apply:

- Landowners will use their Supplier ID to create an account in the Supplier Portal of the state financial system (SWIFT): <http://mn.gov/supplier>
- Apply for direct deposit via this account by clicking **“Register for an Account.”**



- Once logged in to the Supplier Portal, navigate to **“Manage Profile” > “Initiate Supplier Change” > Create New Request button.**
- Click **Next** until you reach the **“Payment Profile”** tab, or you can select the **“Payment Profile”** tab from the ribbon above.
- Click the **Pencil/Edit** icon on the **‘Location’** that you wish to add direct deposit account information.
- Select the **“Add Bank Account”** button. Enter your Tax ID Number (no dashes), which was the number you provided to BWSR on your W-9.
- Enter in your bank account information (bank name, routing number, bank account number, etc.). Click **OK**. Click **OK** again. Click **Next** and continue to the **“Submit”** tab to submit the change through the system.

To Make Changes:

- Sign in to the Supplier Portal at <http://mn.gov/supplier> by clicking “**Sign In.**”

The screenshot shows the Minnesota Supplier Portal interface. At the top left is the 'm' logo. Below it is a red banner with the text: "PLEASE NOTE: You are not currently logged in. If you would like to access the portal [Sign In](#) or [Register for an Account](#)." Below the banner is a green bar with the text: "Access this link for Screen Reader Mode" and "Communications related to solicitations, quotes, or purchase orders will come from an email address ending in @state.mn.us." Below that is a dropdown menu labeled "Minnesota Supplier Portal". The main content area features several tiles: "Sign In" (with a red circle around the button and a red arrow pointing to it from the text above), "Announcements" (06), "Bidding Opportunities" (72), "Supplier Portal Help", "Informational Tips" (Welcome), "Bidding Results" (Public Info Notice Results and Bid, Proposal or Grant Results), and "Register for an Account".

- To Change Direct Deposit: select the **Pencil/Edit** icon. Enter your Federal Tax ID (no dashes) and the full old bank account number. With a successful validation of the Federal Tax ID and bank account number, you will then be able to change the current bank account information. Re-write over the existing information with the new bank account information (bank name, routing number, account number, etc.). Click **OK**. Click **OK** again. Click **Next** and continue to the “**Submit**” tab to submit the change through the system.
- To Remove Direct Deposit: select the **Pencil/Edit** icon. Enter your Federal Tax ID (no dashes) and the full old bank account number. With a successful validation of the Federal Tax ID and bank account number, you will then be able to view and change the current or “old” bank account information. Check the box to “**Remove Bank Account.**” Click **OK**. Click **OK**. Then click **Next** and continue to the “**Submit**” tab to submit the change through the system.
- Please find further instructions and resources here:

<https://mn.gov/mmb-stat/documents/swift/training/trainingguides/swift-sup-portal-update-supplier-profile.pdf>

<https://mn.gov/mmb/accounting/swift/vendor-resources/vendor-reference-guides/>

*Note: Updates to direct deposit through the Supplier Portal **will not** go into effect unless the request has been Submitted. Adding or changing the direct deposit information requires a two-week verification period. During this two-week time, any payments made to you will be issued as paper warrants (checks) and will be mailed to you. Electronic payments will resume to the new bank account after the two-week verification period.*