

**Landowner Instructions to Enroll Online for Electronic RIM Payments**

Payee Name: \_\_\_\_\_ RIM Easement Number: \_\_\_\_\_

Supplier ID No: \_\_\_\_\_

Landowners (“Suppliers”) must use the above information to complete the below steps if they wish to receive their future RIM easement payment via electronic direct deposit to a bank account. If these steps are not successfully completed prior to the RIM easement being signed and recorded, the easement payment will instead be issued via a paper check mailed to the Easement Payee name and address stated in the enclosed RIM Agreement document.

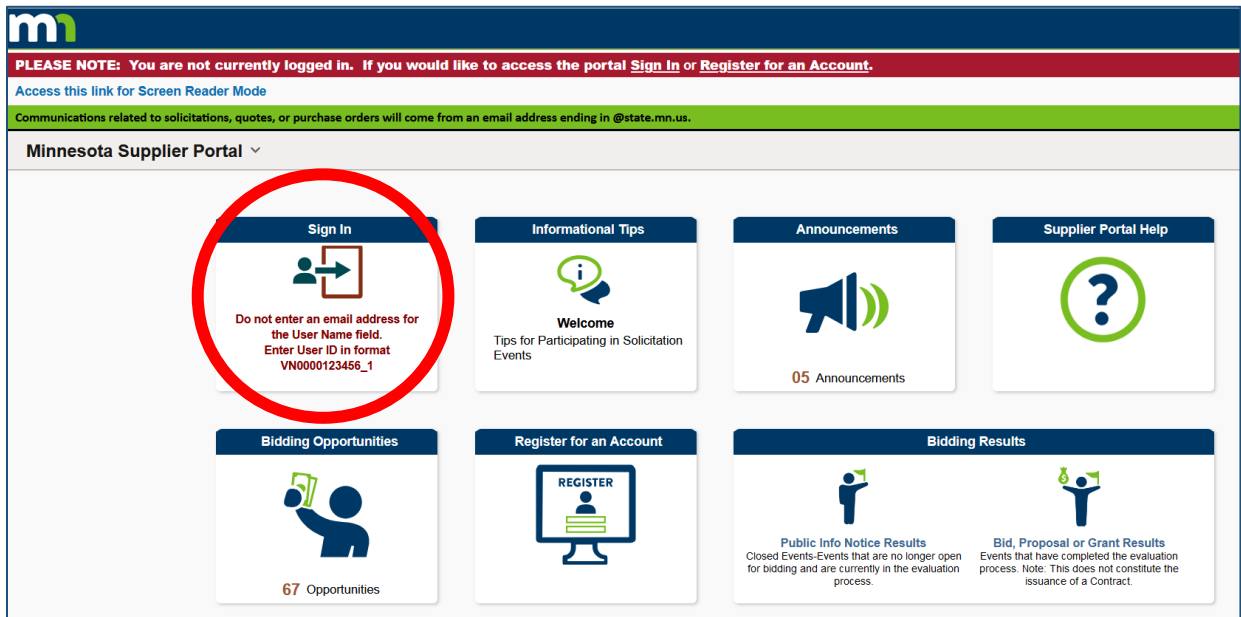
**1. Create a User ID to access the State of Minnesota Supplier Portal:**

Contact the **Electronic Funds Transfer (EFT) Helpline** at [efthelpline@state.mn.us](mailto:efthelpline@state.mn.us) or call **651-201-8106**, Monday–Friday, 9:00 a.m. – 3:00 p.m.

Provide the 10-digit **Supplier ID** number noted above and ask for assistance in obtaining a User ID and password so that you may link your bank account to the Minnesota Supplier Portal.

**2. Enroll for Electronic Payment:**

- a. Go to <http://mn.gov/supplier> and click “Sign In” as shown below. Login with the **User ID** and password information obtained through the **EFT Helpline** from Step 1 above.



b. **Update Supplier Information**

Once logged in:

- a. Go to **“Manage Profile”**
  - b. Select **“Initiate Supplier Change”**
  - c. Click **“Create New Request”** to start your update.
- c. Click **Next** until you reach the **“Payment Profile”** tab, or you can select the **“Payment Profile”** tab from the ribbon above.
- d. Click the **Pencil/Edit** icon on the **‘Location’** that you wish to add direct deposit account information.
- e. 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.
- f. 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.

**Questions?** Contact the EFT Helpline at [efthelpline@state.mn.us](mailto:efthelpline@state.mn.us) or **651-201-8106**.

**To Make Changes:**

Sign in to the Supplier Portal using your User ID at <http://mn.gov/supplier> (as described on page 1).

- To Change Direct Deposit Bank Account: 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.*