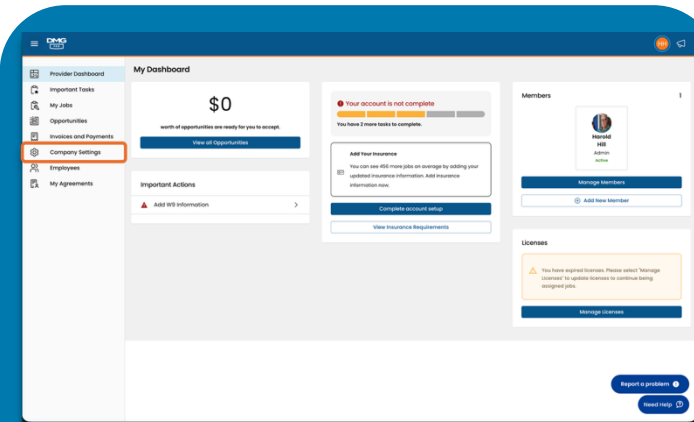


HOW TO ADD BANK INFORMATION IN DMG PRO

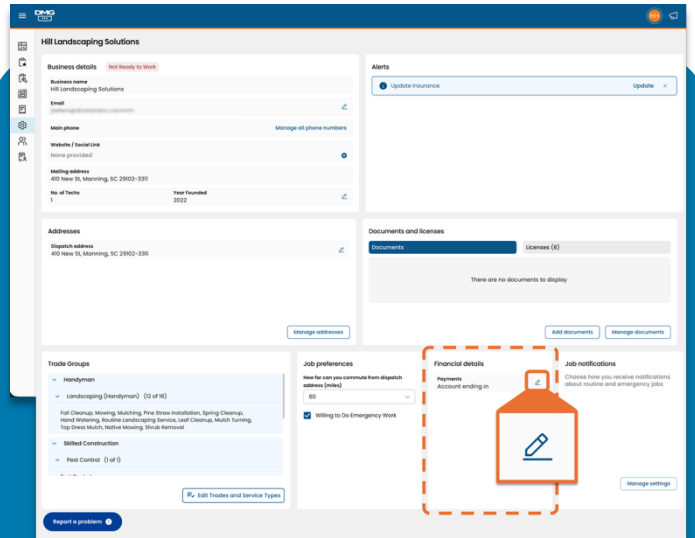
Review the steps below to add your bank information within your company's DMG Pro account.

Important notes:

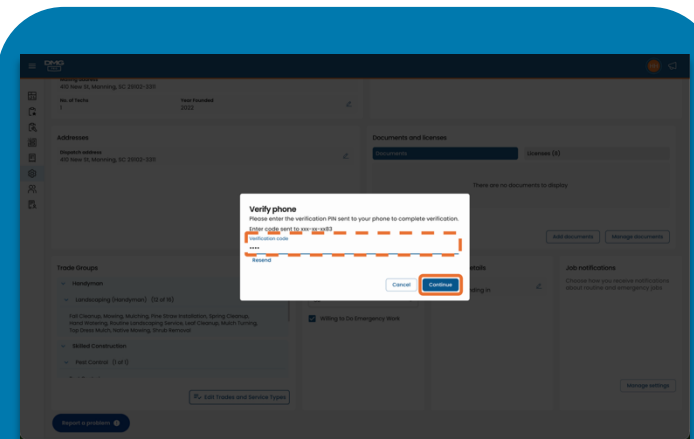
- Only **Admins** can edit payment information - no other role has the ability to edit bank account information.
- The ability to add bank information is currently **only available through dmgpro.com**.



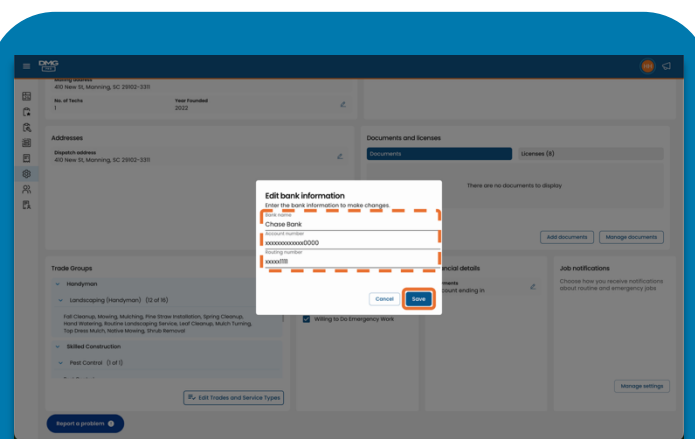
1 Once you have logged into dmgpro.com, click into the **Company Settings** page from the navigation menu.



2 Locate the **Financial Details** section, then click the **pencil icon** next to the "Account ending in" text.



3 To ensure secure access to your company's banking information, a code will be texted to the admin's phone. Enter the code, then select **Continue**.



4 Enter the bank name, account number, and routing number of the account you would like to receive payments, then click **Save**.