

Adding and Changing Banking Information

Providers with admin-level access in the portal can edit their bank account information if needed by clicking on their business name then the settings tab. *Staff with member-level access cannot view or edit banking information.*

From here, providers will click the "Update" button under the "Bank account" section.

The screenshot shows the Brightspark provider portal interface. At the top, there are navigation tabs: 'Locations', 'Enrolled', and 'Billing Center'. On the right, there is a language dropdown set to 'English' and a user profile icon labeled 'BTP Brandi Test Provider'. The main content area is divided into three sections: 'Business information', 'Locations', and 'Bank account'. The 'Business information' section includes a 'Business name' field with a note: 'Your business name will be seen when communicating with support staff. If you have multiple locations, we recommend using your registered business name or LLC.' Below this is a 'Business #2' field. The 'Locations' section is titled 'Locations 1' and contains a single location entry: 'BSK Provider Location #1' with the address '555 S Renton Village Pl STE 200, Renton, WA, 98057'. The 'Bank account' section has a note: 'Your banking information is requested in order to deposit funds when you apply for a grant or receive child care payments. This level of permission only allows deposits. We will never withdraw anything from the account.' At the bottom of the 'Bank account' section is a blue 'Update' button, which is circled in green. A green arrow points from the text box above to this button. Another green arrow points from the top text box to the user profile icon in the top right corner.



Adding and Changing Banking Information (continued)

Next, providers will fill out the required information.

Last, click on the “Update” button to finish adding or changing banking information.

The screenshot shows a web form titled "Update bank account". It contains four input fields: "Routing number" (with a subtext: "The 9-digit number on your check identifies your bank and tells us where to find your account."), "Account number", "Account type" (a dropdown menu), and "Account nickname" (with a subtext: "Add a nickname so you can identify your account."). At the bottom of the form are two buttons: "Cancel" and "Update". The "Update" button is circled in green. Green arrows point from the text boxes above to the input fields and the "Update" button. A large, faint orange starburst graphic is visible in the background on the right side of the form.

