

Equinor Direct Deposit (Electronic Funds Transfer) Registration

- 1) Go to <https://ebpp.documentdna.com/equinor> and login to your ePresentation account.
- 2) Click **Electronic Deposit Profile** (upper left) and **Create New Direct Deposit Profile** (center top). Enter Banking account information. Check the "I Agree" button and click Submit

equinor ePresentation for Interest Owner Statements

Direct Deposit Account Management

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Steps to Add New Accounts
1. Click "Add New Account" option.
2. Enter Last Payment Reference Number, Amount of last check and new Owner # in the corresponding fields and click Default Owner box for this Account to be displayed as homepage among multiple accounts.
3. Click "Submit" button and note "Account added successfully" on screen

View Direct Deposit Profiles | **Create New Direct Deposit Profile** | Assign Direct Deposit Profile to accounts

All the fields apply to the bank account

Enter Banking account information. Check the I Agree button and click submit to create the profile which will validate the bank account and routing information is valid.

Profile Name *	<input type="text" value="Test Profile"/>	Bank Account Number *	<input type="text" value="123456789"/>
Bank Routing Number *	<input type="text" value="311079474"/>	Bank Account Type *	<input type="text" value="PERSONAL"/>
Bank Account Holder's Name *	<input type="text" value="Test"/>	Bank Deposit Type *	<input type="text" value="CHECKING"/>
Bank Name *	<input type="text" value="Test"/>	Bank Phone	<input type="text"/>
Bank City	<input type="text"/>	Bank State	<input type="text" value="MI"/>
Bank Address1	<input type="text"/>	Bank Address2	<input type="text"/>
Bank Zip Code	<input type="text"/>	Bank Country *	<input type="text" value="UNITED STATES"/>
Tax ID for 9130012 (Provide the last 4 digits of SSN/TAXID) *	<input type="text" value="****"/>		

View Direct deposit Guide
View Terms and Condition

I Agree

*Please check your email to track progress and receive further instruction to complete the Direct Deposit registration process.

Direct Deposit information guide

John Doe
123 Example Ave
Morrisville, VT 05661

58-110/116 3

DATE

PAY TO THE ORDER OF \$

FOR MP

UnionBank
Number #BIC

⑆011601100⑆ ⑆01234567⑆ 0003

Routing Number **Account Number** **Check Number**

- 3) If the request was successfully submitted you should see the notification below in ePresentment as well as an email letting you know that we are now awaiting bank verification before moving forward. **Stop here and Sign Out of ePresentment.** It will take up to 5 days for a response from the bank.

- 4) Once your bank validates the account information, you will receive a new email asking to log into ePresentment <https://ebpp.documentdna.com/equinor> and navigate to the **Electronic Deposit Profile** page.
- 5) Click **View Direct Deposit Profiles** (upper center left), then under **Actions** click either **“Verify”** to keep the profile created or **“Delete”** to remove it. Once verified, you will receive a new email confirming that the account was verified.

Actions	Profile Name	Bank Name	Bank Routing No	Bank Account Number	Bank Account Holder's Name	Type	Status	Date Created	Date Updated
Verify Delete	Test Profile	Test	311079474	*****6789	Test	CHECKING	ACH_CONFIRMED	01/13/2022	01/13/2022

- 6) Click **Assign Direct Deposit Profile to accounts** (upper center). Click **Edit** next to the owner number you want to assign to the Direct Deposit Profile.
 Note: If you have multiple owner numbers there will be multiple lines.

	Owner Number	Owner Name	Direct Deposit Profile Name	Update Date
Edit	██████████	██████████ INC	Test Profile	1/13/2022

- 7) Under “Direct Deposit Profile Name” select the desired profile - **EFT**. If you have more than one profile, it will be in the dropdown list. Enter the last 4 digits of your SSN (Social Security Number) or Tax ID and click **Update**.

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View Direct Deposit Profiles | Create New Direct Deposit Profile | Assign Direct Deposit Profile to accounts

	Owner Number	Owner Name	Direct Deposit Profile Name	Update Date
Update Cancel	██████	██████████ INC	Test Profile No EFT Test Profile	1/13/2022

SSN / TAXID: Last 4 digits of SSN/TAXID

- 8) Process is complete. You should receive your first Direct Deposit (EFT) within 60 days. No additional steps are needed. At this time, you can Sign Out of ePresentation.

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The Direct Deposit profile has been assigned successfully to the selected owner number. The owner should receive electronic fund deposit within 60 days.

	Owner Number	Owner Name	Direct Deposit Profile Name	Update Date
Edit	██████	██████████ INC	Test Profile	1/13/2022