

Create an MVD Record

To create a Master Verification Database (MVD) Record, complete the following steps:

1. From the **Check Processing** tab, select **Manage Verification>Create MVD Record**. *The Step 1 of 2: Define the MVD Record page appears as shown in Figure 1.*

Figure 1: Define the MVD Record

Create MVD Record 1

Step 1 of 2: Define the MVD Record

* Denotes required fields.

User Defined Field 1
12345678

Bank Routing Number
111102389

Account
66666960

Trade Status*
SUSPENDED ▼

Deny Date*
10/03/2014

Configured OTC Endpoints

Select	OTC Endpoint Name	Top Level OTC Endpoint Name
<input checked="" type="radio"/>	DG2	Debit Gateway Test

Note
Test MVD Entry

Cancel **Next >>**

2. Enter the MVD details and click **Next**.
 - Enter the **User Defined Field** details
 - Select the **Search Type**
 - Enter the **Bank Routing Number**, *required*
 - Enter the **Account** number
 - Select the **Trade Status**, *required*
 - Enter the **Deny Date**, *required*
 - Select the **OTC Endpoint**, *required*
 - Enter comments in the **Note**



Application Tips

- A trade status of **Blocked** or **Denied** automatically defaults to the **Deny Date** of 9/09/2099 and the date cannot be modified.
 - The **Deny Date** indicates the date when the suspension period ends. The **Deny Date** must be greater than or equal to today's date.
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3. The *Step 2 of 2: Create MVD Record* page appears. Verify the information is correct and click **Submit**. Click **Edit** to modify the information entered.
4. A *Confirmation* page appears stating that the MVD Record has been created.



Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
 - Click **Clear** to clear all data fields and reset to the default selections.
 - Click **Previous** to return to the previous page.
 - Click **Return Home** to the OTCnet Home Page.
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