

Edit an MVD Record

To edit an Master Verification Database (MVD) record, complete the following steps:

1. From the **Check Processing** tab, select **Manage Verification>Search MVD Record**. The *Step 1 of 4: Search MVD Record* page appears.
2. Enter the MVD search criteria and click **Search**.
 - Enter the **OTC Endpoint**, *required*
 - Check Include **Subordinates**, *optional*
 - Enter the **IRN** (Individual Record Number)
 - Enter the **User Defined Field**, *optional*
 - Select the **Search Type**, *optional*
 - Enter the **Bank Routing Number**, *optional*
 - Enter the individual's **Account** number, *optional*
 - Select the **Trade Status**, *optional*
 - Enter the **From** and **To** MVD Date, *optional*



Application Tip

The **From** and **To** MVD Date is the date that the returned record was created in the MVD.

3. Click **Search** to initiate the search. The records appear in a table.
4. Click the **IRN** hyperlink for the check whose details you would like to view. The *Step 2 of 4: Review the MVD Record* page appears.
5. Click **Edit** to edit the MVD record. The *Step 3 of 4: Edit the MVD Record* page appears as shown in Figure 1. Edit the appropriate details.

Figure 1. Edit Verification Record

6. Click **Next**.

- Select the **Trade Status**

**Application Tip**

A **Cleared Trade Status** removes the **Deny Date** from the verification record and accepts the record into the system.

- Enter the **Deny Date**

**Application Tips**

- The **Deny Date** indicates the date when the suspension period ends.
- The **Deny Date** must be greater or equal to today's date and is mandatory for a **Suspend Trade Status**.
- The **Deny Date** for a **Denied** and **Blocked** trade status defaults to 9/09/2099.

- Select a **Return Reason Code**

**Application Tip**

The **Return Reason Description** is not editable and appears after a **Return Reason Code** is selected.

- Enter a **Note** referencing the reason for suspending, denying, or blocking the record.

7. The *Step 4 of 4: Review* the edited MVD Record. Verify the verification record information is correct and click **Submit**. Click **Edit** to modify the information entered.8. A *Confirmation* page appears stating that the MVD record has been updated.



Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
 - Click **Check Image and Research Archive (CIRA) Detail** to display CIRA details. (Visible only if is a CIRA record exists.)
 - Click **Edit** to update the MVD record.
 - Click **Previous** to return to the previous page.
 - Click **Return Home** to the OTCnet Home Page.
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