

Search for an MVD Record

To search a 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 Records* page appears as shown in Figure 1.

Figure 1: Search MVD Records

Search MVD Records 1

* Denotes required fields.

OTC Endpoint*

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

Include Subordinates

IRN

User Defined Field 1

Bank Routing Number

Account

Trade Status
ALL

MVD Date

From

To

2. Enter the MVD search criteria and click **Search**.
 - Enter the **OTC Endpoint**, *required*
 - Check **Include Subordinates**
 - Enter the **IRN (Individual Record Number)**
 - Enter the **User Defined Field** information
 - Select the **Search Type**
 - Enter the **Bank Routing Number**
 - Enter the individual's **Account** number
 - Select the **Trade Status**
 - Enter the **From** and **To** MVD Date



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** link of the check details you would like to view. The *Step 2 of 4: Review the MVD Record* page appears.
5. Review the verification record details. Click **Edit** to modify the MVD record.



Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
 - Click **CIRA Detail** to display Check Image and Research Archive (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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