**eSignature**

The TPA is excited to introduce electronic signature (eSignature) for all bank account change forms beginning August 12, 2016. This new process will remove the requirement for bank account change forms requiring an original, hard copy, physically signed document.  eSignature will eliminate the delay inherent with hard copy forms or update requests requiring submission via regular or express mail and allow the TPA to implement bank account changes as soon as electronically signed documents are received and verified.

If there is a need to update bank information, please follow the steps below:

For Payee Bank account modifications (account for receiving payments):

·         [www.tpadministrator.com](http://www.tpadministrator.com/)

·         EFT Information

·         Choose “Payee Bank Account Change Form (account for receiving payments)”

·         Fill out the form and follow online instructions

For Payer Bank account modifications (account for sending payments):

·         [www.tpadministrator.com](http://www.tpadministrator.com/)

·         EFT Information

·         Choose “Payer Bank Account Change Form (account for sending payments)”

·         Fill out the form and follow online instructions

If you have any questions, please contact the TPA by phone at: 1-877-534-2772, option 1 or by email at [tpaoperations@tpadministrator.com](mailto:tpaoperations@tpadministrator.com).