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](image)

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
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.

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.