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*

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.
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 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.