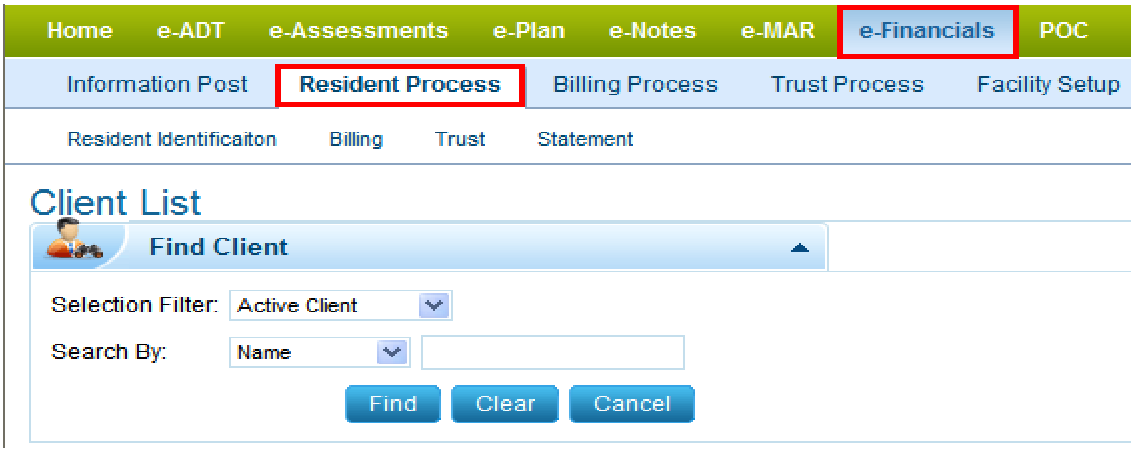
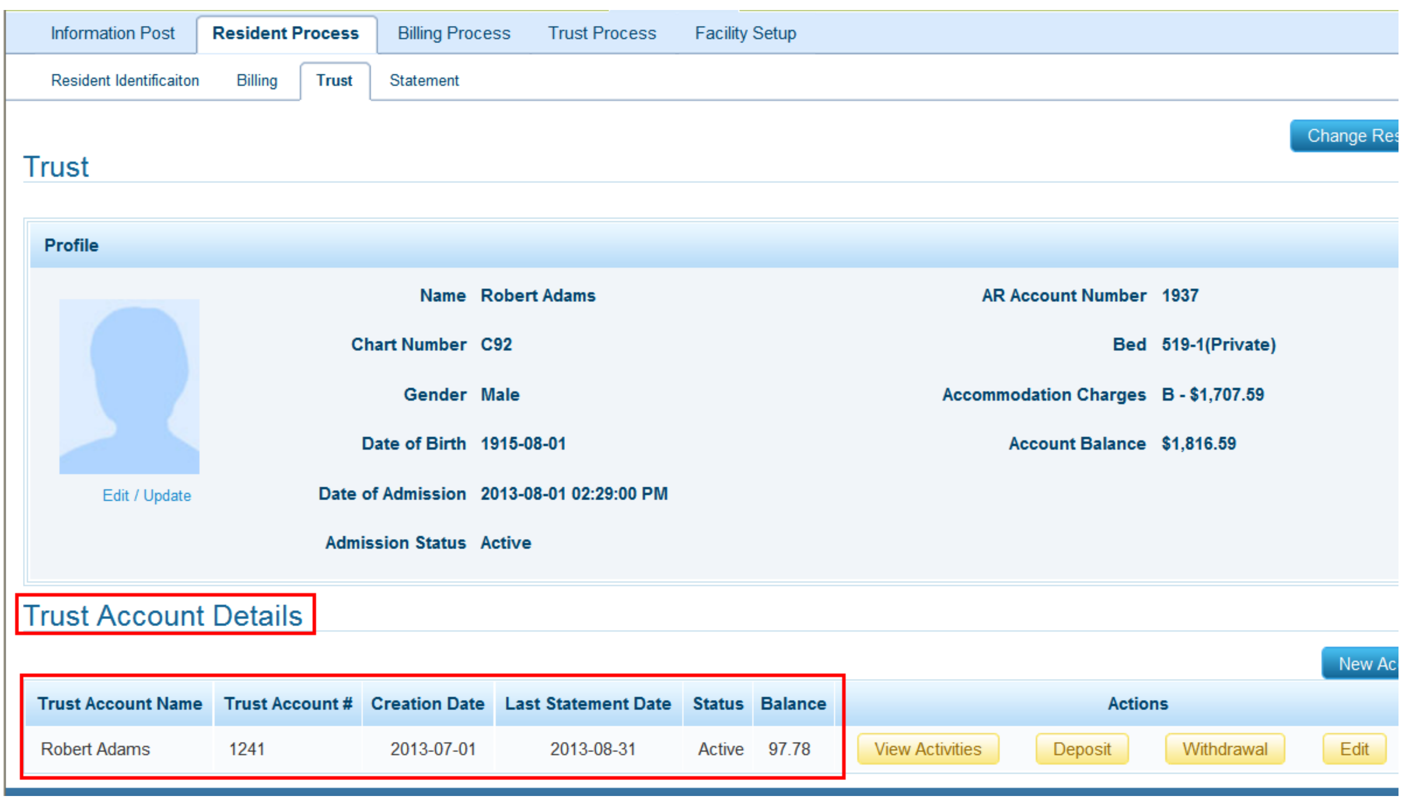
How to Access and Manage a Resident Trust Account

1. e-Financial > Resident Process > Search Client



2. click on 'Trust' tab

Client's Trust account details displayed: **Client name, Trust account#, creation date, last Trust statement generated for the resident, status of the Trust account and account balance.**



3. View Activities  displays all transaction posted for the client.

4. Deposit 

is used to perform a single deposit transaction for the client.
5. Withdrawal 

is used to perform a single withdrawal transaction for the client.
6. Edit 

is used to manage the client Trust account information and/or to change the status of the Trust account.

Note: In order to change the Status of the Trust account (Inactivate or close) the account balance must be cleared (zero) first.

7. **Save** any changes and updates.