

West Virginia State Bar IOLTA Online Remittance Instructions

For Approved IOLTA Financial Institutions

Account Setup

1. To setup a password with the State Bar Membership Portal go to <https://www.mywvbar.org/user/password>
2. Enter the email address that the State Bar sends email correspondence to.
3. Click “Request New Password”
4. You will receive an email with a link that will allow you to setup a password for your account.
- 5.

To login to the Membership Portal after account setup go to www.mywvbar.org and enter your email address and password.

Submit Remittance

1. Use the “Sample Remittance Upload.csv” file provided to you to enter your remittance information. This is the only file format accepted and the columns cannot be changed. Below is a breakdown of each column. “Date Closed” column is only required if you want to close the account in our system.

Account Number	Account Name	Principal Balance	Rate of Interest	Interest Earned	Allowable Fees	Interest Remitted	Date Closed
Numbers Only	Text Field	Numbers Only	“0.00” format only	Numbers Only	Numbers Only	Numbers Only	MM/DD/YYYY Format. *Use only after all interest has been remitted from an account that has been closed.

2. Login to www.mywvbar.org
3. Click on the “Submit Remittance File” button.
4. Click “Choose File”, enter the beginning dates, end dates and remittance payment method.
5. Click Submit and you will receive a thank you page.

Closing an Account -The “Date Closed” field should only be used after the account has been closed by the attorney/firm and has remitted interest for the last time. Once you submit a remittance with a date in the “Date Closed” field you are no longer able to submit remittances to it.

For questions regarding IOLTA Accounts and administrative related questions contact Finance Director – Sarah Harper-Jones at harperjones@wvbar.org

For technical assistance related to the Membership Portal contact IT Director - Mike Mellace at mellacem@wvbar.org