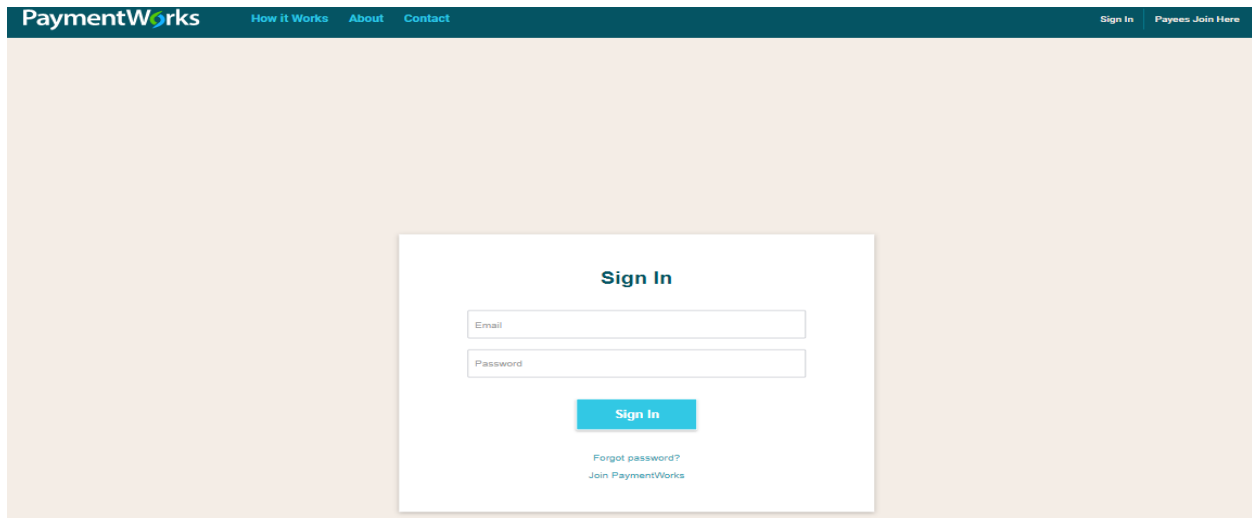
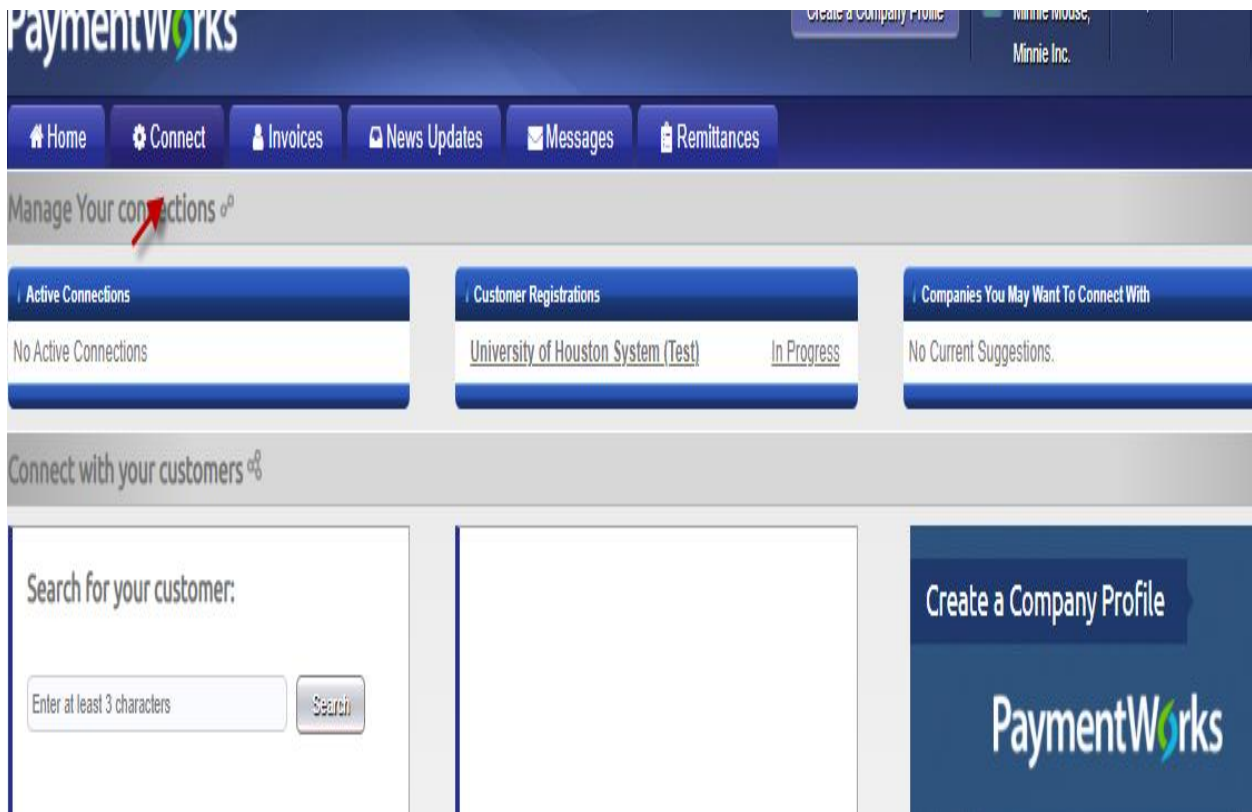


If I need to change the remittance name, legal name or DBA name, how do I make a change to my information?

1. Log Into PaymentWorks at <https://www.paymentworks.com/accounts/login/>

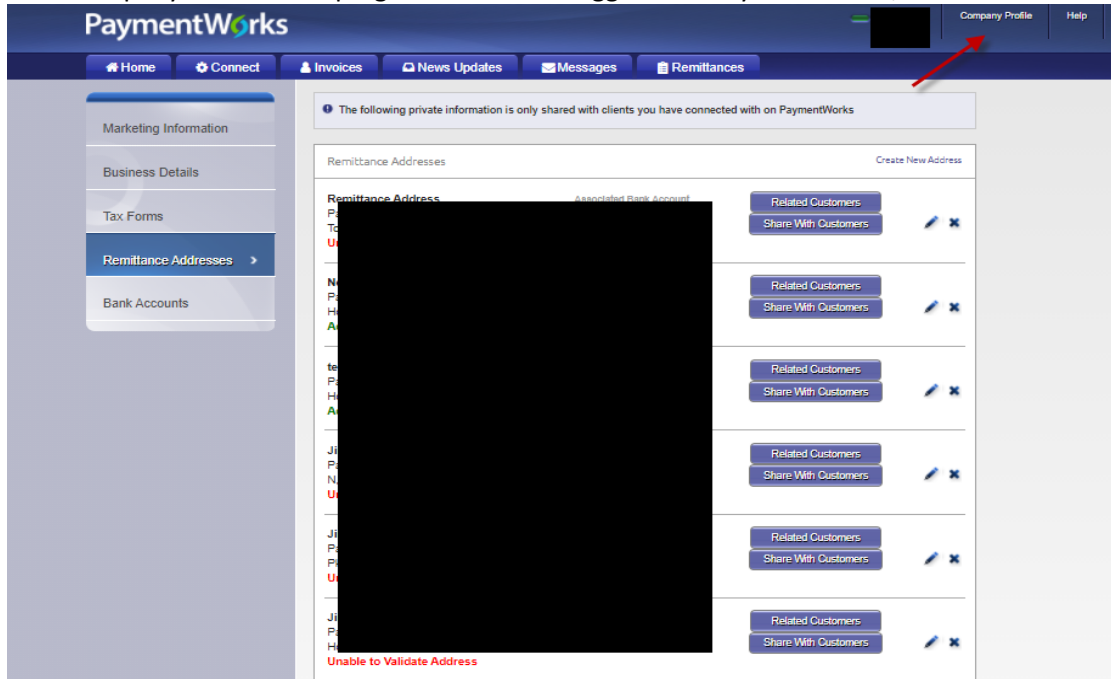


2. Click the "Connect" tab

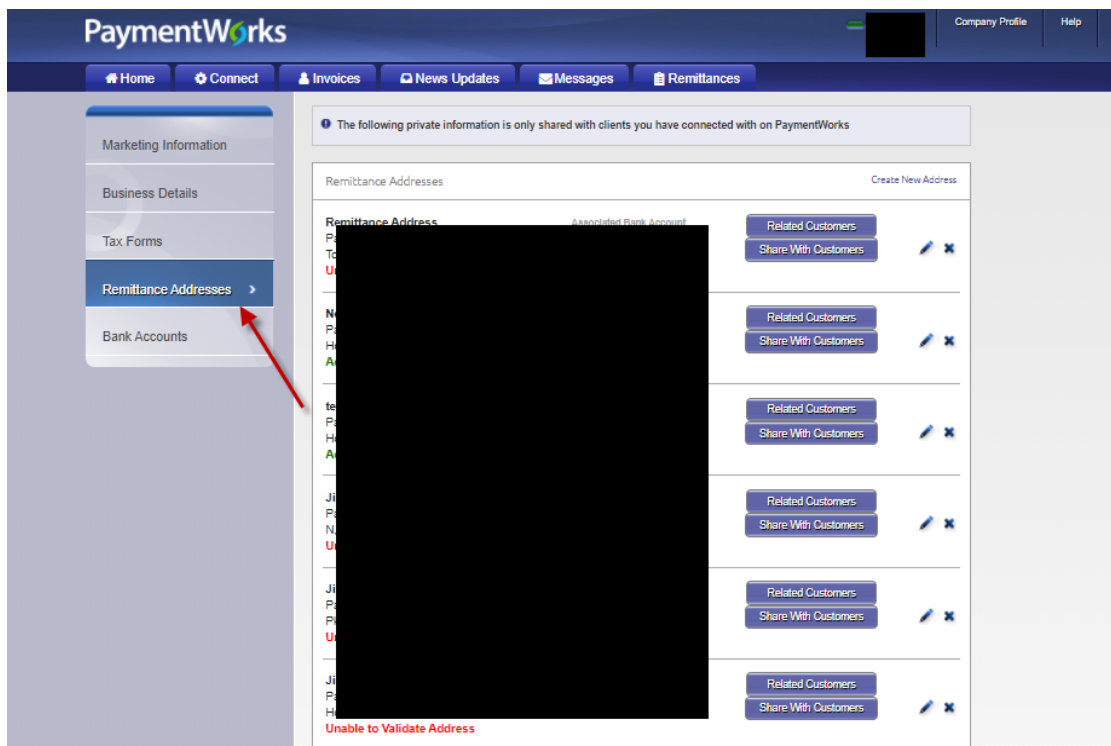


3. Please change “Remittance Address Pay to Name”: Enter your correct legal name same as W9 form

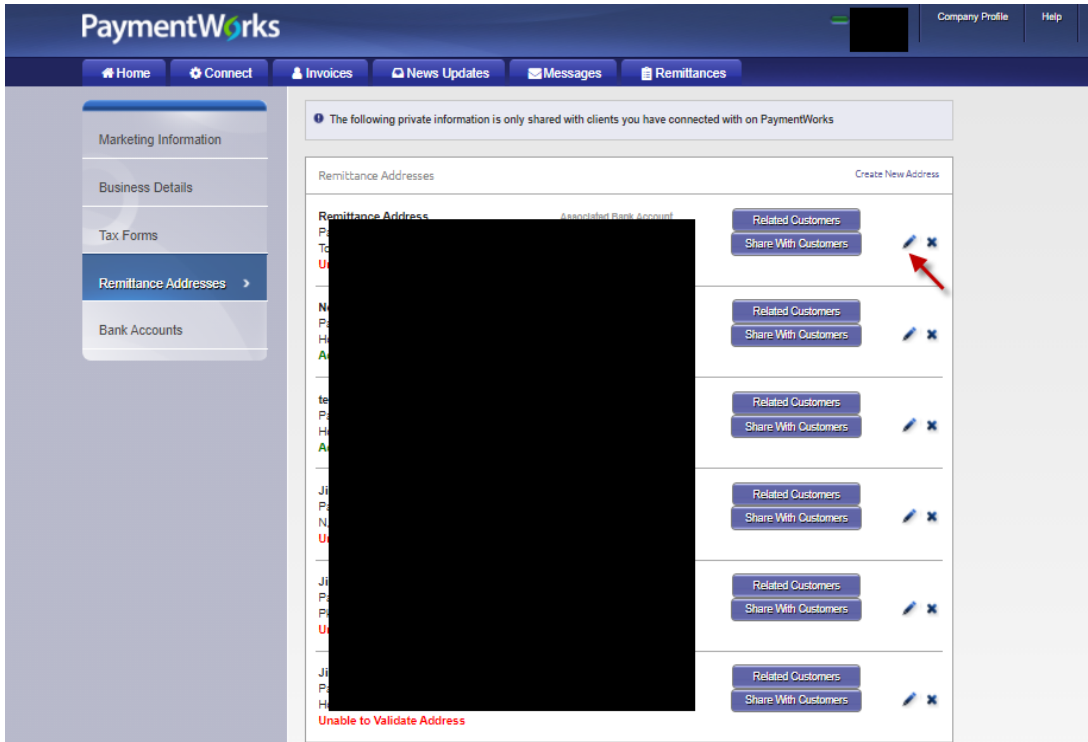
I. Click Company Profile on top right corner once logged into PaymentWorks,



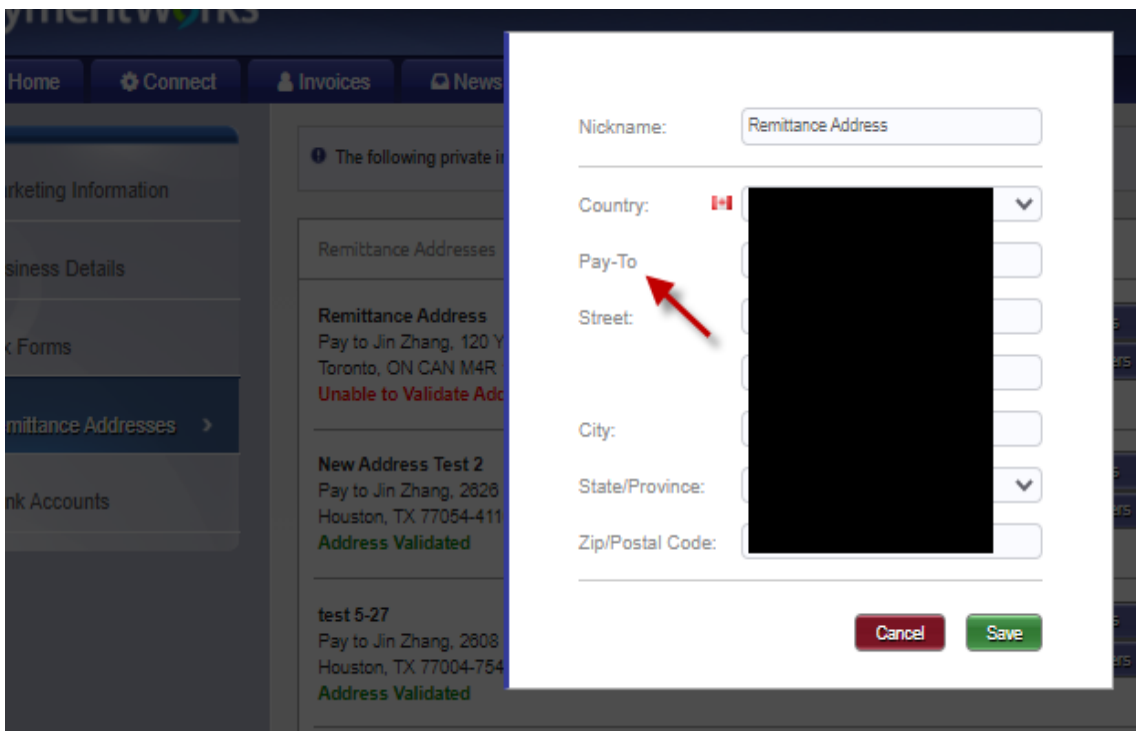
II. Click Remittance Address on left panel



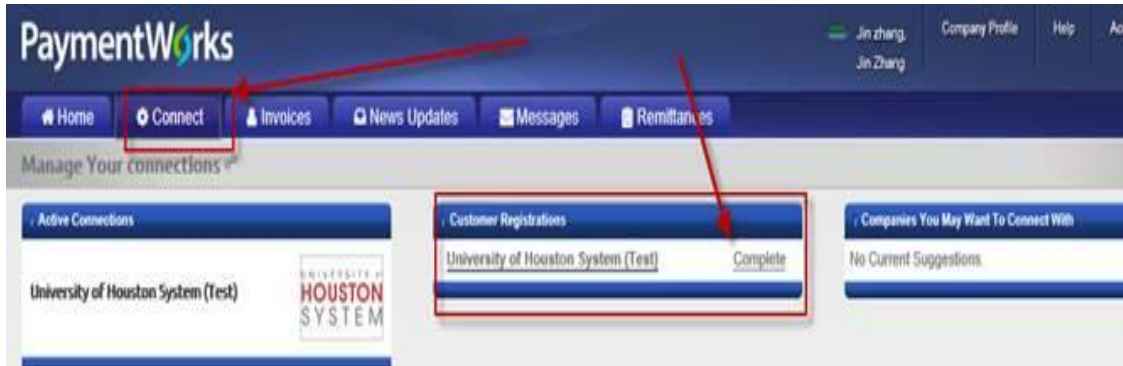
III. Click blue edit pencil



IV. Change Pay to name: Enter your correct legal name same as W-9 form



4. To get back to the registration you will need to go to connect tab, then click UH registration, then proceed to next step.



5. Please only include "Legal Name" same way as you report taxes to the IRS

Tax Information
All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

Country of Incorporation or Organization*
United States

Business Legal Name*
Legal Name is defined as your company's official name that appears on government and legal forms and is tied to your company's Tax Identification number.

EIN*

6. Please only include your business DBA name; if you don't have a DBA name, please enter the legal name again

Company Information
All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

Business Name or DBA*
Business Name or DBA is defined as the name your company uses to present itself to the public. This name may not necessarily be tied to your Tax Identification Number.

Telephone Number*
(713) 555-5555 ext.