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/

PaymentW 9 rks	How it Works	About	Contact	Sign In	Payees Join Here
			Sign In		
			Email		
			Password		
			Sign In		
			Forgot password? Join PaymentWorks		

2. Click the "Connect" tab

Payme	ntw <mark>o</mark> rks						IIVAIIY FIOING	Minnie Inc.	
# Home	© Connect	A Invoices	A News Updates	Messages	e Remittances				
Manage Your	connections of								
Active Connecti	ons		i Custo	mer Registrations			(Companies	You May Want To Connect With	
No Active Conne	ctions		Unive	rsity of Houston Sys	<u>tem (Test)</u>	In Progress	No Current S	uggestions.	
Connect with	i your custome	rs af							
Search for	your customer						Create	a Company Profile	
Enter at least 3	characters	Search						PaymentW	irks

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

lome 🚯 Connect	👗 Invoices 🛛 🕰 News		
	The following private in	Nickname: Remittance Ad	dress
		Country:	~
	Remittance Addresses	Рау-То	
Forms	Remittance Address Pay to Jin Zhang, 120 Y Toronto, ON CAN M4R Unable to Validate Add	Street:	
ittance Addresses 🔹 🔉		City:	
Accounts	New Address Test 2 Pay to Jin Zhang, 2626 Houston, TX 77054-411	State/Province:	*
	Address Validated	Zip/Postal Code:	
	test 5-27 Pay to Jin Zhang, 2608 Houston, TX 77004-754 Address Validated		Cancel Save

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

Paymer	ntW <mark>o</mark> rks	;						in shing. Jin Shing	Company Profile	Help Acc
Home	• Connect	Invoices	A News U	pdates	Messages	Remittances				
Manage Your	connections									
Active Connection	15			, Custo	mer Registrations			· Companies	fou May Want To Cenr	nect With
				Unive	raity of Hoeiston Sy	stem (Test)	Complete	No Current S	uggestions.	
University of Ho	uston System (Tes	SY:	STEM							

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

Tax Information	Country of Incorporation or Organization*				
All fields marked with a red asterisk (*) are required fields.	United States	~			
All other fields are optional.					
	Business Legal Name*				
	Legal Name is defined as your company's offit that appears on government and legal forms company's Tax Identification number.	cial name and is tied to your			
	EIN*				

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

