How to fill out legal name when I have a middle name and how to fill out the DBA name?

Part 1: How to fill out legal name when I have a middle name?

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

PaymentW o 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

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🖶 Home	Connect	A Invoices	A News Updates	Messages	Remittances				
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Active Connecti	ons		i Custo	mer Registrations			/ Companies	You May Want To Connect With	
No Active Conne	ections		Unive	ersity of Houston Sys	<u>tem (Test)</u>	In Progress	No Current S	suggestions.	
Connect with	your custome	rs ° ^g					_		
Search for	your customer	:					Create	a Company Profile	
Enter at least 3	i characters	Searci						PaymentWg	rks

3. Click on the text that reads University of Houston System

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Active Connecti	ons		i Custo	mer Registrations			Companies Y	You May Want To Connect With	
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Connect with	your customer	s ¤ŝ							
Search for	your customer:						Create	a Company Profile	
Enter at least 3	i characters	Search						PaymentW	rks

4. You will be taken into the form. Please go to tax information section. And then fill out the legal first name and middle name under the legal first name field. Please see the screenshot below:

Tax Information	For tax purposes, which best describes you?*				
All fields marked with a red asterisk $(\ensuremath{\ensuremath{^{\rm w}}})$ are required fields.	Individual, Sole Proprietorship, or Single-member				
All other fields are optional.	LLC				
	O Corporation or other complex business entity				
	Country of Citizenship*				
	(Country of Incorporation if using EIN)				
	United States				
	Are you using an SSN or EIN?*				
	SSN SSN				
	⊖ EIN				
	Legal First Name *				
/					
	Legal Last Name*				
	SSN*				

Part 2: How to fill out the DBA name? (Note especially for the business vendor)

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

PaymentW o 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

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Connect with your customers as		
Search for your customer:		Create a Company Profile
Enter at least 3 characters		PaymentW 5 rks

3. Click on the text that reads University of Houston System

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Connect with	n your custome	rs ^{ag}					_		
Search for	your customer						Create	a Company Prof	ile
Enter at least 3	3 characters	Search						PaymentV	Vørks

4. You will be taken into the form. Please go to personal information section. And then fill out a DBA (doing business as) only under the personal information field. If you don't have the DBA, Please leave it as blank. If you cannot leave it as blank, please fill out the legal name again that should be match the name you filled out under the tax information section. Please see the screenshot below:

All fields marked with a red asterisk (*) are required fields. All other fields are optional.	Enter your full name, or your busin it to appear on a check or other fo	ress name as you would like arm of payment made out to yo
	Telephone Number*	
	- (713) 555-5555	ext.
	Preferred Email*	
	Website	
	Description of Goods or Servio	ces