If only the "Remittance Address" needs to add, what do I need to do?

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



2. Click "Company Profile" in the top right corner

ayme	ntWork	S				Company Ploase Nep Acco
Home	Connect	Invoices	News Updates	Messages	B Remittances	
Hello				🔒 You have no u	inread messages	
		_		Invoice/Paid Amo	unt # of Invoices	
				last 30 days	~	
						PaymentWørl
0	Accented	Exception	Rejected	Anorowed	Paid	

3. Click "Remittance Addresses" on the left menu bar

# Home	Connect		A News Lindates	Mossages	Remittances	
Marketing In	formation	• The follo	wing private information is or	nly shared with clients	you have connected with on Payme	entWorks
Business De	tails	Remittanc	e Addresses			Create New Addr
fax Forms		Remittanc Pay to Jin Torento, O Unable to	e Address Zhang, 120 Yonge Street, N CAN M4R 1A2 Validate Address	Associated Ba Jin Zh	ek Account ang Share Wi	Customers th Customers
Bank Accour	Addresses >	New Addr Pay to Jin Village Dr, Unable to	ess Test 1 Zhang, 14111 Champion Houston, TX 77069-1780 Validate Address	Associated Ba Non	nk Assount Related 9 Share Wa	Customers
		New Addr Pay to Jin Houston, T Address V	ess Test 2 Zhang, 2626 Holly Hall St, 'X 77054-4110 /alidated	Associated Ba Jin Zh	nk Account Related ang Share Wit	Customers
		test 5-27 Pay to Jin Houston, T Address V	Zhang, 2608 Calumet St, 'X 77004-7541 falidated	Associated Ba Non	nk Account Related 9 Share Wi	Customers th Customers
		Jin zhang Pay to Jin N, Houstor Unable to	Zhang, 15015 Highway 59 n, TX 77025 Validate Address	Associated Ba Jin Zh	nk Account Related ang Share Wi	Customens /

4. Click "Create new address



5. Follow the prompts

Nickname:	0		
Country:	-)
Pay-To	0		
Street:	0)
City:)
State/Provin	ce:		
Zip/Postal C	ode:		1

6. Click "Save"

Nickname:				
Country:	-			
Pay-To)
Street:)
	1)
City:)
State/Provinc)
Zip/Postal Co	ode:			5

7. Check "University of Houston System"

Notify Customers of this Address	
Pay to: Jin Zhang	
4505 S Maryland Pkwy	
Las Vegas, NV, 89154-9900	
Customers:	
University of Houston System (Test)	^
×	
	-
Cance	Sand Address

8. Click "Send Address"

Notify Customers of this Address				\times
Pay to: Jin Zhang 4505 S Maryland Pkwy Las Vegas, NV, 89154-9900				
Customers:				
University of Houston System (Test)			^	
			-	
	Cancel	Send Addr	ess	

9. Click" Share with Customer"



10. Click " University of Houston System"

	Notify Customers of this Addre	ess			Х
	Pay to: Jin Zhang				
	4505 S Maryland Pkwy				
	Las Vegas, NV, 89154-9900				
	Customers:				
	University of Houston System (Tes	st)			
>	6				
-					
				-	
			Cancel Sand Addr.	222	

11. Click "Send Address"

4505 S Maryland Pkwy	
Las Vegas, NV, 89154-9900	
Customers:	
University of Houston System (Test)	
	N
	× -