If I want to change or update a new remittance address associating with the bank information, how do I make a change or update my information?

- PaymentWorks
 Now it Works
 About
 Contact
 Sign
 Payees Join Here
- 1. Log into PaymentWorks at https://www.paymentworks.com/accounts/login/

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

ayme	ntWork	S				Company Profile Help Accoun
🖶 Home	Connect	Invoices	News Updates	Messages	Remittances	
Hello				General You have no t	unread messages	
		_		Invoice/Paid Ame	punt # of Invoices	
				last 30 days	~	
1						PaymentWørk
~	Accepted	Exception	Rejected	Approved	Paid	

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

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🖷 Home	Connect	A Involces	A News Updates	Messages 1	Remittances	
Aarketing In	formation	• The follo	wing private information is on	ly shared with clients you I	have connected with on Paym	entWorks
usiness De	stails	Remittance	e Addresses			Create New Add
ix Forms		Remittanc Pay to Jin J Toronto, O Unable to	e Address Zhang, 120 Yonge Street, N CAN M4R 1A2 Validate Address	Associated Bank Av Jin Zhang	Related Share Wi	I Customens
ank Accou	nts	New Addre Pay to Jin J Village Dr, Unable to	ess Test 1 Zhang, 14111 Champion Houston, TX 77069-1780 Validate Address	Associated Bank Ai None	Related Share W	Customers
		New Addre Pay to Jin Houston, T Address V	ess Test 2 Zhang, 2626 Holly Hall St, X 77054-4110 /alidated	Associated Bank As Jin Zhang	Related Share W	Customens
		test 5-27 Pay to Jin 3 Houston, T Address V	Zhang, 2608 Calumet SI, X 77004-7541 /alidated	Associated Bank As None	Related Share W	Customers
		Jin zhang Pay to Jin 2 N, Houstor Unable to	Zhang, 15015 Highway 59 1, TX 77025 Validate Address	Associated Bank As Jin Zhang	Related Share W	I Customens

4. Click "Create new address

# Home Connect	🔺 Invoices 🛛 🕰 News Updates	🖂 Messages 👘 🚊 Remitta	nces
Marketing Information	• The following private information is only	ly shared with clients you have conne	cted with on PaymentWorks
Business Details	Remittance Addresses		Create New Address
Tax Forms	Remittance Address Pay to Jin Zhang, 121 Yonge Street, Toronto, ON CAN M4R 1A2 Unable to Validate Address	Associated Bank Account Jin Zhang	Related Customers Share With Customers
Bank Accounts	New Address Test 2 Pay to Jin Zhang, 2626 Holly Hall St, Houston, TX 77054-4110 Address Validated	Associated Bank Account None	Related Customers Share With Customers
	test 5-27 Pay to Jin Zhang, 2608 Calumet St	Associated Bank Account	Related Customers

5. Follow the prompts

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

6. Click "Save"

Nickname:			J.
Country:)
Pay-To	1		0
Street:	1		0
	1)
City:	1		0
State/Province:	: I		0
Zip/Postal Code	e:		\sim

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)	-
7	
	-
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8. Click "Send Address"

Notify Customers of this Address				×
Pay to: Jin Zhang 4505 S Maryland Pkwy Las Vegas, NV, 89154-9900				
Customers:				
University of Houston System (Test)			^	
	1		-	
	Cancel	Send Addre	155	

9. Click" Share with Customer"

# Home	Connect	🔒 Invoices	News Updates	Messages	Remittances		
Marketino Ir	formation	• The folio	wing private information is c	only shared with clients	you have connected with o	on PaymentWorke	
Business De	etails	Remittanc	e Addresses			Create New A	ddres
Tax Forms							
Remittance	Addresses						
Bank Accou	nts						
		l					
		Unable to	Validate Address				

10. Click " University of Houston System"

	Notify Customers of this Address			Х
	Pay to: Jin Zhang			
	4505 S Maryland Pkwy			
	Las Vegas, NV, 89154-9900			
	Customers:			
	 University of Houston System (Test) 			
	*			
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		Cancel	Normal Andriana	
		Cancel	Sand Address	

11. Click "Send Address"

Pay to: Jin Zhang		
4505 S Maryland Pkwy		
Las Vegas, NV, 89154-9900		
Customers:		
University of Houston System (Test)	*	
	× 1	
	× -	
	Cancel Send Address	

- 12. When we approved and connect the vendor at the end of day, we will send you a notification email on the next day.`
- 13. Once you receive approved notification email.
- 14. Please login to back to PaymentWorks at https://www.paymentworks.com/accounts/login/
- 15. Click "Company Profile" in the top right corner of the page
- 16. Click "Bank Accounts" on the left side of the page
- 17. Click the pencil/edit button to modify the bank account
- 18. Under "Associated Remittance Addresses," make sure that the relevant remittance address(es) have been checked off
- 19. Click "Save" at the bottom of the page"