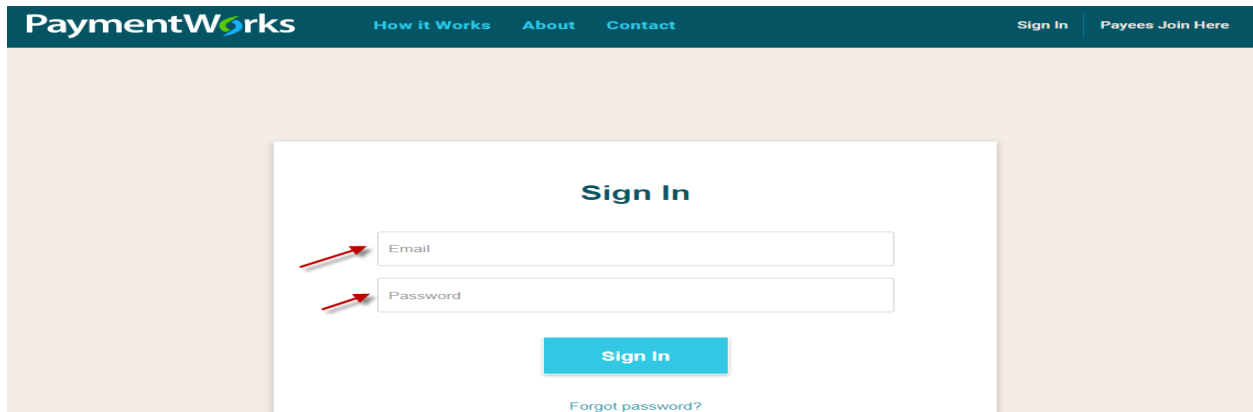


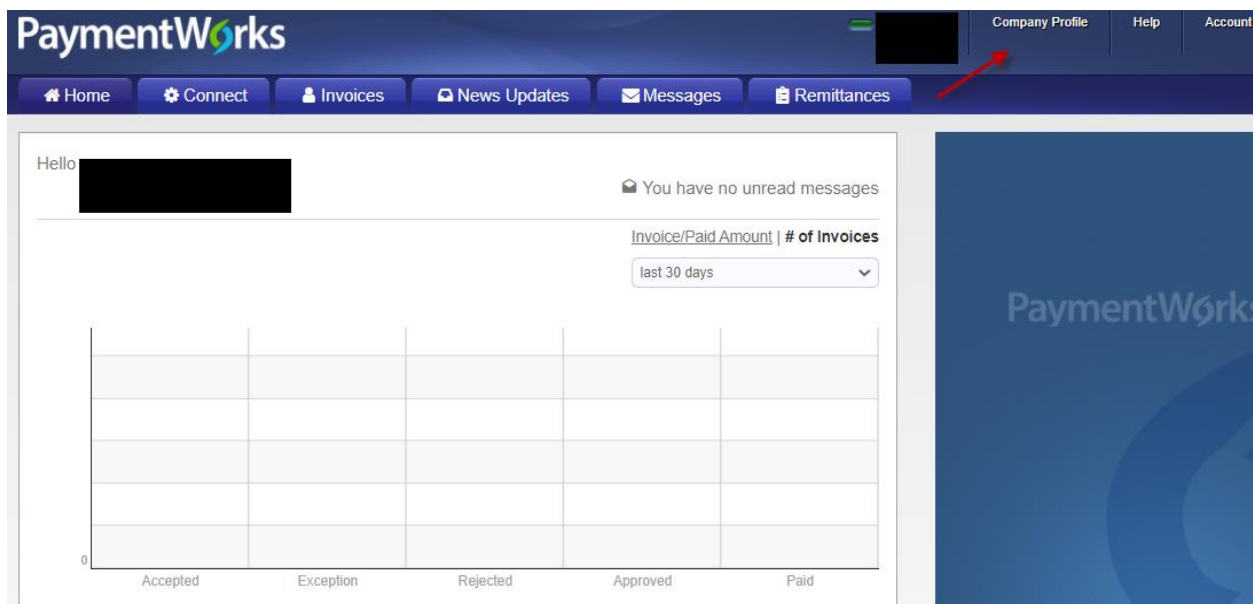
# I need to update vendor address both corporate address and Remittance address, what am I supposed to do?

If the "**Corporate Address**" needs to be changed, then you just need to update the information in the "Marketing Information" tab.

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



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



3. Click "Marketing Information" on the left menu bar

The screenshot shows the PaymentWorks user interface. At the top, the logo "PaymentWorks" is on the left, and the user's name "Jin Zhang" is on the right. Below the logo is a navigation bar with buttons for "Home", "Connect", "Invoices", "News Updates", "Messages", and "Remittances". On the left side, there is a sidebar menu with "Marketing Information" selected and highlighted in blue, with a red arrow pointing to it. Other menu items include "Business Details", "Tax Forms", "Remittance Addresses", and "Bank Accounts". The main content area displays a notice: "The following public information is visible to all payers in the PaymentWorks network". Below this, the following information is listed:

Company Name (DBA):	Jin Zhang
Corporate Address:	102 Yonge Street, Toronto, ON CAN M4R 1A2
Telephone:	(604) 226-5551
Primary Account e-Mail:	uhoustonpw+Jinzhang@gmail.com
Website URL:	
Business Description:	

4. Click the "Edit" button

This screenshot is identical to the one above, showing the same PaymentWorks profile page. However, a red arrow now points to the "Edit" button located at the bottom right of the main content area, below the "Business Description" field.

5. Update all necessary fields and be sure to "Save"

Company Name (DBA): Jin Zhang

Corporate Address:

Country: Canada

Street: 102 Yonge Street

City: Toronto

State: Ontario

Zip/Postal: M4R 1A2

Telephone: (604) 226-5551

Primary Account e-Mail: uhoustonpw+Jinzhang@gmail.com

Website URL:

Business Description:

Cancel Save

If the **"Remittance Address"** needs to change then you only need to update the information on the **"Remittance Address"** tab.

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

PaymentWorks How it Works About Contact Sign In Payees Join Here

## Sign In

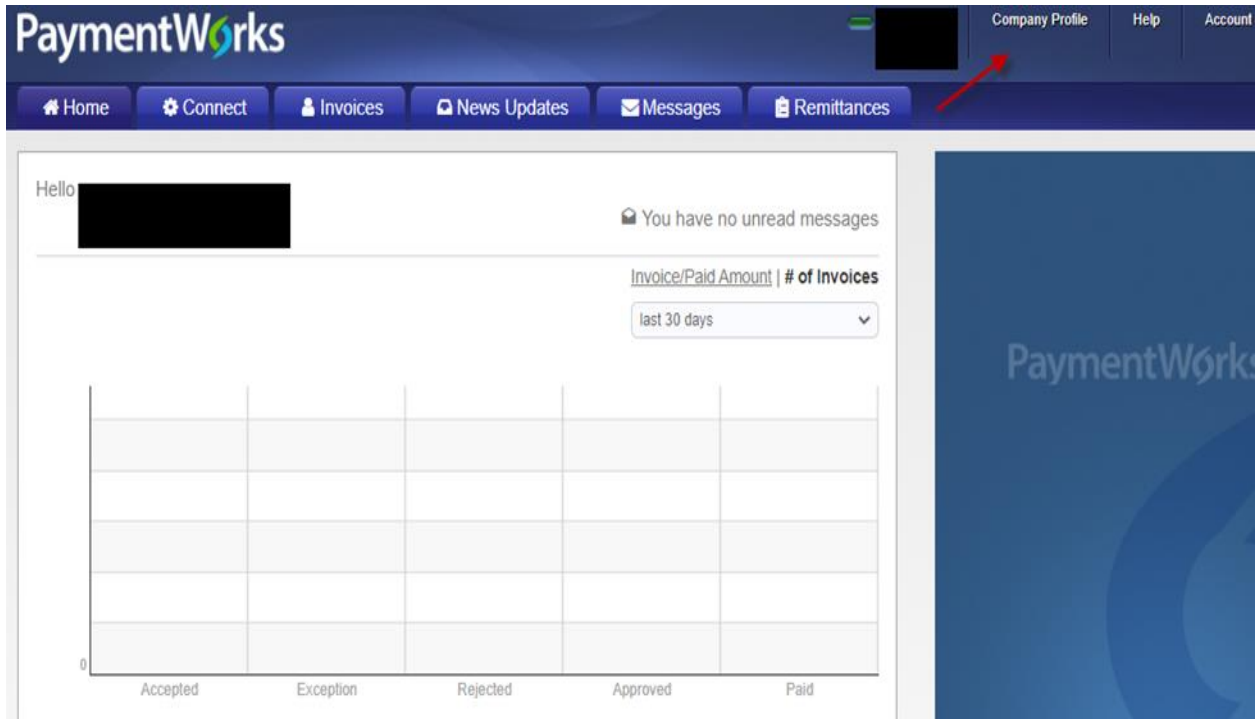
Email

Password

Sign In

[Forgot password?](#)

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



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



4. Click the "Edit" button (pencil icon)

The screenshot shows the PaymentWorks interface. At the top, there are navigation tabs: Home, Connect, Invoices, News Updates, Messages, and Remittances. The user's name, Jin Zhang, is in the top right. A sidebar on the left contains menu items: Marketing Information, Business Details, Tax Forms, Remittance Addresses (highlighted), and Bank Accounts. The main content area is titled "Remittance Addresses" and includes a "Create New Address" link. Below this is a table of addresses:

Remittance Address	Associated Bank Account	Related Customers	Share With Customers	Actions
Pay to Jin Zhang, 120 Yonge Street, Toronto, ON CAN M4R 1A2 <b>Unable to Validate Address</b>	Jin Zhang	Related Customers Share With Customers	Related Customers Share With Customers	
New Address Test 1 Pay to Jin Zhang, 14111 Champion Village Dr, Houston, TX 77069-1780 <b>Unable to Validate Address</b>	None	Related Customers Share With Customers	Related Customers Share With Customers	
New Address Test 2 Pay to Jin Zhang, 2626 Holly Hall St, Houston, TX 77054-4110 <b>Address Validated</b>	Jin Zhang	Related Customers Share With Customers	Related Customers Share With Customers	
test 5-27 Pay to Jin Zhang, 2608 Calumet St, Houston, TX 77004-7541 <b>Address Validated</b>	None	Related Customers Share With Customers	Related Customers Share With Customers	
Jin zhang Pay to Jin Zhang, 15015 Highway 59 N, Houston, TX 77025 <b>Unable to Validate Address</b>	Jin Zhang	Related Customers Share With Customers	Related Customers Share With Customers	

5. Update the address as needed and then "Save"

The screenshot shows the address edit form with the following fields:

- Nickname: Remittance Address
- Country: Canada (with a Canadian flag icon)
- Pay-To: Jin Zhang
- Street: 120 Yonge Street
- City: Toronto
- State/Province: Ontario
- Zip/Postal Code: M4R 1A2

At the bottom of the form, there are two buttons: "Cancel" (red) and "Save" (green). A red arrow points to the "Save" button.