

# Edit Existing Bank Account

Access the PaymentWorks site at <https://www.paymentworks.com/accounts/login/> and login using your credentials.

1. On the Home page, select "**My Payee Profile**" from the menu.
2. Under "**Bank Accounts**", click on the account row you would like to edit to expand the information.
3. Select "**Edit**" on the lower right corner.

The screenshot displays the PaymentWorks user interface. On the left is a navigation sidebar with the PaymentWorks logo at the top. Below the logo are menu items: Home, My Payee Profile (highlighted in yellow and circled with a '1'), Customers, Invoices, Remittances, News, Messages, and Account. The main content area at the top right shows a user profile header with the initials 'JL' and a button labeled '> Go to the Classic Company Profile Page'. Below this is a section titled 'Bank Accounts (1)' containing a single row for 'Sunny Roofing Wells Fargo' with the account number '(...7890) Company Checking'. This row is highlighted in yellow and circled with a '2'. At the bottom right of the 'Bank Accounts' section is a blue button labeled '+ Add Account'. At the bottom of the page, a modal window is open, circled with a '3'. It contains three buttons: 'Close', 'Delete Bank Account', and 'Edit' (highlighted in yellow).

4. Edit the information as needed. Ensure you upload a valid bank file. Click "**Save**" then "**Close**".

## Bank Account Details



### Banking Details

Bank Country \*

United States of America

Name on Account \*

Account Type \*

Routing / Bank Number \*



SWIFT Code

Account Number \*

\*\*\*\*\*

Confirm Account Number \*

\*\*\*\*\*

### Bank Address

Bank Name \*

Address Line 1 \*

Address Line 2

City \*

State / Province / Territory \*

Zip / Postal Code \*

### Validation Documentation

Using the "Select a Bank Validation File" button, upload one of the following documents.

The document must clearly show:

- Your company name
- Your full bank account number (must be visible, not truncated or grayed out)
- A routing number that matches the payment method you selected (ACH or Wire)

Accepted documents:

- A voided check preprinted with your company name
- A bank statement showing the account and routing numbers
- A letter on bank letterhead with the required details
- A voided deposit slip preprinted with your company name
- A letter on your company's letterhead including the full bank account and routing number

Select a Bank Validation File \*



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### Authorization



Authorization \*

Customers using PaymentWorks and the financial institution named herein are authorized to automatically deposit monies to my account.

### Notifications

Payment Notifications Email Address \*

@gmail.com

Zip / Postal Code

Account Type

Cancel

Save

Close



Delete Bank Account

Edit

# Add New Bank Account

1. On the Home page, select "**My Payee Profile**" from the menu.
2. Under "Bank Accounts", select "**Add Account**".
3. Enter the country where the bank is located.

The screenshot displays the PaymentWorks user interface. On the left is a vertical sidebar with navigation links: Home, My Payee Profile (highlighted with a yellow bar and a circled '1'), Customers, Invoices, Remittances, News, Messages, and Account. The main content area at the top has a header with the PaymentWorks logo and a user profile icon 'JL'. Below the header is a button labeled 'Go to the Classic Company Profile Page'. The central section is titled 'Bank Accounts (1)' and lists an existing account for 'Sunny Roofing' at 'Wells Fargo' with a truncated account number '(...7890)'. A circled '2' points to a blue '+ Add Account' button. Below this is a 'Bank Account Details' modal window. It has a close button 'X' in the top right. The 'Banking Details' section is expanded, showing a 'Bank Country \*' dropdown menu with a magnifying glass icon. A circled '3' points to this dropdown. At the bottom right of the modal are 'Cancel' and 'Add Account' buttons.

4. All fields with **asterisks\*** must be completed and ensure you upload a valid bank file. Select "**Add Account**".

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### Bank Account Details

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#### Banking Details

|                          |                         |
|--------------------------|-------------------------|
| Bank Country *           | Name on Account *       |
| Account Type *           | Routing / Bank Number * |
| SWIFT Code               | Account Number *        |
| Confirm Account Number * |                         |

#### Bank Address

|             |                                |                     |
|-------------|--------------------------------|---------------------|
| Bank Name * | Address Line 1 *               | Address Line 2      |
| City *      | State / Province / Territory * | Zip / Postal Code * |

#### Validation Documentation

Using the "Select a Bank Validation File" button, upload one of the following documents.

The document must clearly show:

- Your company name
- Your full bank account number (must be visible, not truncated or grayed out)
- A routing number that matches the payment method you selected (ACH or Wire)

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 [Select a Bank Validation File \\*](#)

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#### Authorization

- ☒ Authorization \*  
Customers using PaymentWorks and the financial institution named herein are authorized to automatically deposit monies to my account.

#### Notifications

Payment Notifications Email Address \*

@gmail.com

Cancel

 **Add Account**



# Link the Account to correct Remittance Address

1. The new bank account ***must*** be linked to a Remittance Address to be submitted successfully.

### Bank Accounts (2)

|                              |                               |   |
|------------------------------|-------------------------------|---|
| Sunny Roofing<br>Wells Fargo | (...7890)<br>Company Checking |   |
| Sunny Roofing<br>GECU        | (...4789)<br>Company Savings  | ! |

You are currently not using this bank account - it has no remittance address associated with it.

+

## Bank Account Details

! This bank has no remittance addresses associated with it. Go to [Addresses & Bank Accounts](#) to associate this bank with an address.

[Addresses & Bank Accounts](#)

2. Under "**Addresses & Bank Accounts**", select the appropriate Remittance Address to expand the information then "**Edit**".

| Addresses & Bank Accounts |              |                                          |                                          | + Add Address |
|---------------------------|--------------|------------------------------------------|------------------------------------------|---------------|
| Location Name             | Address Type | Address                                  | Bank Account                             |               |
| Remittance Address        | Remittance   | 6325 Desert Rain, Roswell, NM, 86001, US | Sunny Roofing (Wells Fargo)<br>(...7890) |               |

Rows per page: 5 Total Rows: 1 < >



Delete Address



Share



Edit

3. Under "Bank Account", select the correct (edited or new) account then "Save Address".

Remittance Address

Remittance

6325 Desert Rain, Roswell, NM, 86001, US

Sunny Roofing (Wells Fargo)  
(...7890)

Remittance Address: Remittance Address

Address Type \*

Remittance

Nickname \*

Remittance Address

Contact Name \*

Sunny Roofing

Contact Telephone \*

Contact Email \*

Pay To \*

Sunny Roofing

Address

Country \*

United States of America

City \*

Roswell

Address Line 1 \*

6325 Desert Rain

State / Province / Territory \*

New Mexico

Address Line 2

Zip / Postal Code \*

86001

Bank Account

Associated Bank Account

None

Sunny Roofing (Wells Fargo) (...7890)

Sunny Roofing (GECU) (...4789)

Cancel

Save Address

University of Texas at El Paso

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