

Update Corporate Address

If you or our university identify the need to update the Corporate Address, access the PaymentWorks site at <https://www.paymentworks.com/accounts/login/> and enter your credentials.

****Note:** These changes are subject to approval and may require additional time to process.

1. On the home page, select **"My Payee Profile"** from the left side menu.
2. Click **"View or Edit Details"** on the lower right corner of the "Primary Information" card.
3. Select **"Edit"** on the lower right corner.

The screenshot shows the PaymentWorks interface. On the left is a sidebar menu with options: Home, My Payee Profile (highlighted with a yellow bar and a circled '1'), Customers, Invoices, Remittances, News, and Messages. An arrow points from the 'My Payee Profile' menu item to a card titled 'Primary Information - Sunny Roofing Inc'. This card contains 'Primary Contact Info' with the following details: 1693 Dean Jones, Las Cruces, NM 88001 US, telephone: (575) 603-9678, and email: uteppaymentworks+sunnyroofing@gmail.com. A yellow button labeled 'View or Edit Details' (with a circled '2') is at the bottom right of the card. To the right of the main content area is a modal dialog box (circled '3') with a 'Close' button and an 'Edit' button (highlighted with a yellow bar).

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4. This address is treated as your primary business address or the corporate address. Edit as needed.
5. Select "**Save**" to finalize and submit the changes.

Primary Information Details

Provide details about your business to help your customers identify you.

Company (DBA) *

Sunny Roofing Inc

Phone Number *

(575) 603-9678

Primary Contact Email

uteppaymentworks+sunnyroofing@gmail.

Website URL

Description of Products or Services

Primary Address

4

Country *

United States of America

Address Line 1 *

1693 Dean Jones

Address Line 2

City *

Las Cruces

State / Province / Territory *

New Mexico

Zip / Postal Code *

88001

5

Cancel

Save