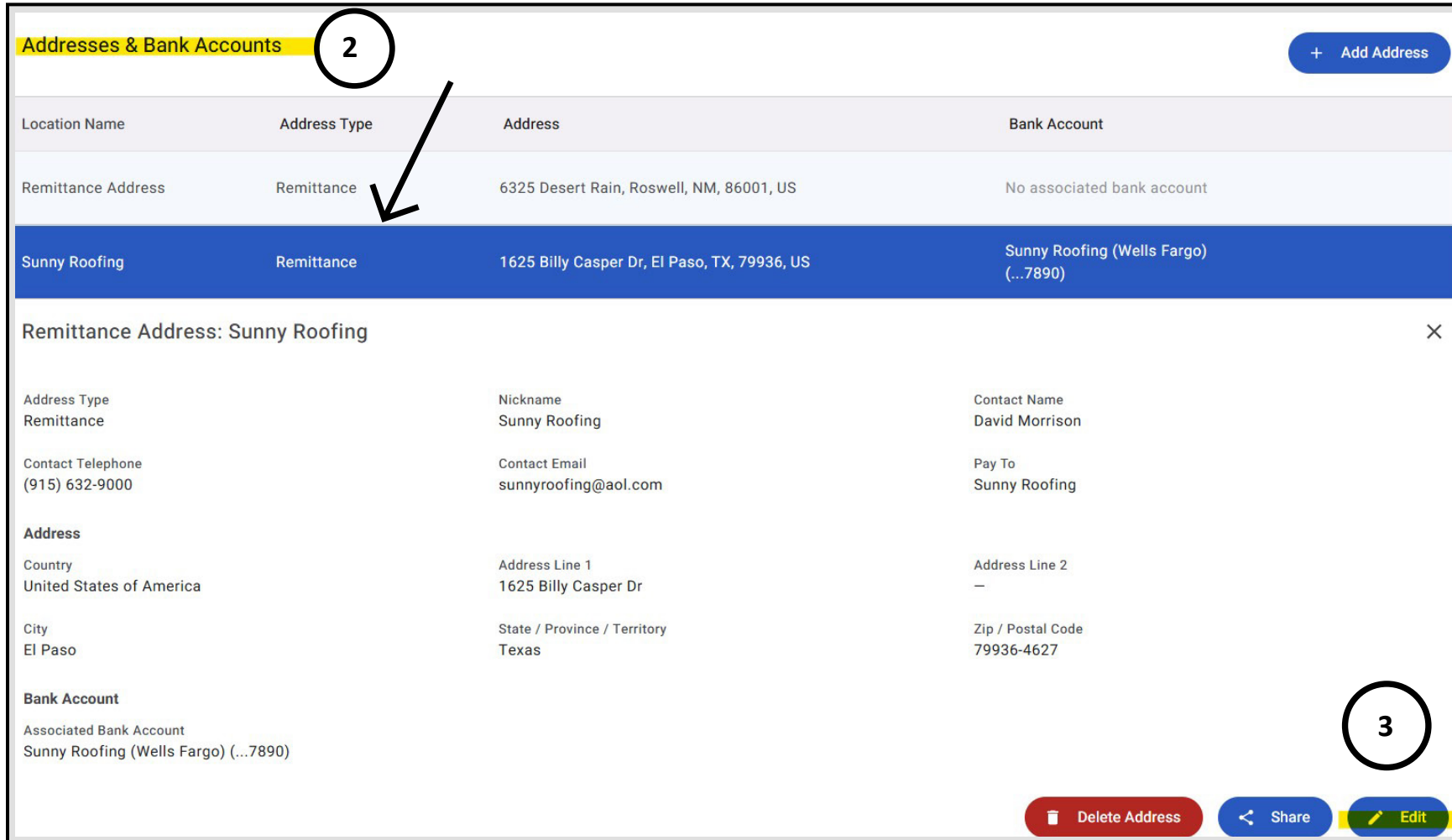
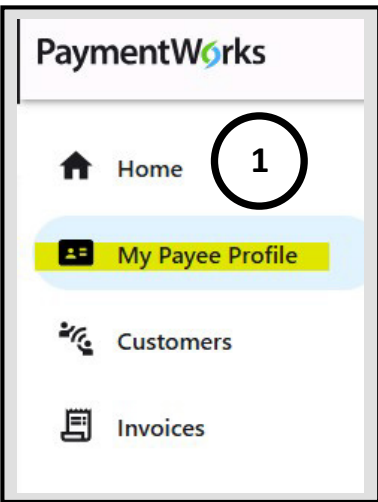


Edit Remittance Address

If you or our university identify the need to update the Remittance 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. Scroll down to **"Addresses & Bank Accounts"**. Select the address you wish to edit to expand the information.
3. Click on **"Edit"**.



Location Name	Address Type	Address	Bank Account
Remittance Address	Remittance	6325 Desert Rain, Roswell, NM, 86001, US	No associated bank account
Sunny Roofing	Remittance	1625 Billy Casper Dr, El Paso, TX, 79936, US	Sunny Roofing (Wells Fargo) (...7890)

Remittance Address: Sunny Roofing

Address Type
Remittance

Nickname
Sunny Roofing

Contact Name
David Morrison

Contact Telephone
(915) 632-9000

Contact Email
sunnyroofing@aol.com

Pay To
Sunny Roofing

Address

Country
United States of America

City
El Paso

State / Province / Territory
Texas

Address Line 1
1625 Billy Casper Dr

Address Line 2
—

Zip / Postal Code
79936-4627

Bank Account

Associated Bank Account
Sunny Roofing (Wells Fargo) (...7890)

Delete Address

Share

Edit

Continued –

4. Edit the address as needed.

5. Click on **"Save"** to finalize and saves the changes.

Sunny Roofing	Remittance	1625 Billy Casper Dr, El Paso, TX, 79936, US	Sunny Roofing (Wells Fargo) (...7890)
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Remittance Address: Sunny Roofing ✕

Address Type * Remittance	Nickname * Sunny Roofing	Contact Name * David Morrison
Contact Telephone * (915) 632-9000	Contact Email * sunnyroofing@aol.com	Pay To * Sunny Roofing

Address 4

Country * United States of America	Address Line 1 * 1625 Billy Casper Dr	Address Line 2
City * El Paso	State / Province / Territory * Texas	Zip / Postal Code * 79936-4627

Bank Account

Associated Bank Account Sunny Roofing (Wells Fargo) (...7890)
--

Cancel **Save Address** 5

Add New Remittance Address

1. Scroll to "Address & Bank Accounts".
2. Click on "Add Address" on the upper right.

This screenshot shows the 'Addresses & Bank Accounts' section of a web application. A yellow highlight is placed over the section title, with a circled '1' next to it. On the right side, there is a blue button with a yellow plus icon and the text '+ Add Address', which is also highlighted with a yellow circle and a circled '2'. Below the title bar, there is a table with four columns: 'Location Name', 'Address Type', 'Address', and 'Bank Account'.

3. Select "Remittance" for "Address Type".
4. Fill out the form and click on "Add Address" to finalize.

This screenshot shows the 'Create Address' form. A circled '3' is next to the 'Address Type' dropdown menu, which is open and shows 'Remittance' selected. The form contains several input fields: 'Nickname*' (Sunny Roofing), 'Contact Name*' (David Morrison), 'Contact Email*' (sunnyroofing@aol.com), 'Pay To*' (Sunny Roofing), 'Country*' (United States of America), 'Address Line 1*' (27000 Desert Rain), 'Address Line 2' (empty), 'City*' (Las Cruces), 'State / Province / Territory*' (New Mexico), and 'Zip / Postal Code*' (85062). There is also a 'Bank Account' section with a dropdown for 'Associated Bank Account' showing 'Sunny Roofing (Wells Fargo) (...7890)'. A circled '4' is next to the 'Add Address' button at the bottom right, which is a blue button with a yellow plus icon. A 'Cancel' button is also visible next to it.

Sharing Remittance Address

1. Verify the address has been shared with our university. Select the address, click on "**Share**" and the word "Connected" should appear next to "The University of Texas at El Paso".

Available to Share

Share this address with customers



You've shared this address to all of your connected payers/customers.

Customers with Your Address

Customers with active connections to this address



The University of Texas at El Paso

Vendor Number:

Site Code:

Connected



1. If this is not the case, under "Available to Share", please check "**The University of Texas at El Paso**". Click on "**Share**" to submit.

Share Remittance Address: Sunny Roofing



Sharing the following information

Pay To: Sunny Roofing
1625 Billy Casper Dr
El Paso, TX, 79936-4627
United States of America

Contact Name: David Morrison
Contact Email: sunnyroofing@aol.com
Contact Telephone: (915) 632-9000

Available to Share

Share this address with customers

Customers with Your Address

Customers with active connections to this address



You haven't shared this address with any payers/customers yet.



The University of Texas at El Paso (Test)

[Unselect All](#)

[Cancel](#)

[Share](#)