

PaymentWorks- Changing Company DBA Name

The PaymentWorks "Company Profile" is where suppliers will create and manage the business information. A Company DBA Name can be modified under the Marketing Information option.

The screenshot shows the PaymentWorks user interface. At the top right, the user 'Samantha Jones, Rising Star' is logged in, and the 'Company Profile' link is highlighted with a red box and a callout '1'. Below the navigation bar, the 'Marketing Information' menu item is highlighted with a red box and a callout '2'. The main content area displays public information for the company, including 'Company Name (DBA): Rising Star', 'Corporate Address: 500 West University, El Paso, Tx 79968', 'Telephone: (915) 888-8888', 'test@email.com', and 'www.testsamjones.com'. The business description is 'Therapy'. An 'Edit' button is highlighted with a red box and a callout '3'. An 'Edit' modal window is open in the foreground, showing the same information with the 'Company Name (DBA)' field highlighted by a red box and callout '4'. At the bottom of the modal, the 'Save' button is highlighted with a red box and callout '5', and the 'Cancel' button is also visible.

1. Access the PaymentWorks site and login using your credentials. From the PaymentWorks home page, select the **Company Profile** link.
2. From the left panel, select **Marketing Information**.
3. To modify, select **Edit**.

4. Modify the **Company Name (DBA)**. Other information/marketing details will also be editable.
5. Select **Save** to complete the process.