

PaymentWorks– Changing Legal Name

The PaymentWorks “Company Profile” is where suppliers will create and manage the business information. A legal name can be modified under the Business Details option.

The screenshot displays 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 circled '1'. The left sidebar contains navigation options, with 'Business Details' highlighted by a red box and a circled '2'. The main content area shows a summary of business information: 'Legal Name: Rising Star', 'Tax Country: United States of America', 'Business EIN (TIN): *****1111 [show]', and 'Business EIN (TIN) / Legal Name Validation: VALID ✓'. Below this, the entity type is listed as 'C Corporation'. An 'Edit' button is highlighted with a red box and a circled '3'. A modal window is open for editing the business details. In this modal, the 'Business Legal Name' field contains 'Rising Star' and is highlighted with a red box and a circled '4'. Other fields include 'Country of Incorporation or Organization' (United States of America), 'EIN' (111111111), 'Confirm EIN' (111111111), 'Tax Classification' (C Corporation), and 'D&B D-U-N-S Number'. At the bottom of the modal, the 'Save' button is highlighted with a red box and a circled '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 **Business Details**.
3. To modify, select **Edit**.

Please note: If any of these fields are altered under the Business Details option, the W9 will be modified according to the changes made.

4. Modify the **Business Legal Name**.
5. Select **Save** to complete the process.