

# PaymentWorks- Adding & Editing Bank Accounts

The PaymentWorks "Company Profile" is where suppliers will create and manage the business information. To add bank account information, you must insert a proper remittance address. A remittance address can be added or modified under the Remittance Addresses option.

The screenshot shows the PaymentWorks interface. At the top right, the user is logged in as Samantha Jones, Rising Star. The 'Company Profile' link is highlighted with a red box and a circled '1'. The left sidebar contains navigation options: Home, Connect, Invoices, News Updates, Messages, and Remittances. Under the Remittances section, 'Bank Accounts' is highlighted with a red box and a circled '2'. The main content area displays a table of bank accounts. The table has columns for 'NAME ON ACCOUNT', 'ACCOUNT NUMBER', and actions. The first row shows 'Samantha Jones' with account number '\*\*\*\*\*9465'. The 'EDIT' button (pencil icon) and 'DELETE' button (X icon) are circled with a red box and a circled '3a'. Below the table, the 'Add Account' button is circled with a red box and a circled '3b'.

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 **Bank Accounts**.
3. For address changes:
  - 3a. Use the **Pencil** icon to edit an address.
  - 3b. Use the **Add Account** button to add a new bank account.
4. Make the necessary updates on the pop-up screen. You will also be requested to identify the remittance address associated with the bank account.
5. Select **Save** to complete the process, all changes will be reviewed and approved by the UTEP.

The screenshot shows the 'Add Account' pop-up form. The form contains the following fields and options:

- Name on Account: Samantha Jones
- Account number: (This field is required.)
- Re-enter Account number: (This field is required.)
- Account Type: Personal Savings
- Bank Name: (This field is required.)
- Bank Address: (This field is required.)
- Country: United States of America
- Street: (This field is required.)
- City: (This field is required.)
- State/Province: Texas
- Zip/Postal Code: (This field is required.)
- ABA Routing Number: (This field is required.)
- Swift Code: (This field is required.)
- Email address for payment notifications: uteppaymentworks+samjones@gmail.com

The 'Associated Remittance Addresses' section shows two options:

- Remittance Address  
1111 Frank St.  
El Paso, TX 79900
- Dallas Remittance  
1111 Pondview Dr.  
Dallas, TX 75000

The 'Save' button is circled with a '5'.