

PaymentWorks- Adding & Editing Remittance Address

The PaymentWorks "Company Profile" is where suppliers will create and manage the business information. A remittance address can be added or modified under the Remittance Addresses 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: Home, Connect, Invoices, News Updates, Messages, and Remittances. Below this, a secondary sidebar lists 'Marketing Information', 'Business Details', 'Tax Forms', 'Remittance Addresses' (highlighted with a red box and a circled '2'), and 'Bank Accounts'. The main content area shows a warning about private information and a 'Remittance Addresses' section. It features a 'Create New Address' link (3a) and a list of existing addresses. The first address is 'Pay to Rising Star, 11111 Frank St, El Paso, TX 79900', marked as 'Address Validated'. The second is 'Dallas Remittance'. A pencil icon (3b) is used to edit an address. A pop-up form (4) is open for editing, with fields for Nickname, Country, Pay-To, Street, City, State/Province, and Zip/Postal Code. The 'Save' button is highlighted with a red box and a circled '5'.

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 **Remittance Addresses**.
3. For address changes:
 - 3a. Use the **Create New Address** link to add a new address.
 - 3a. Use the **Pencil** icon to edit an address.
4. Make the necessary updates on the pop-up screen.
5. Select **Save** to continue.

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Notify Customers of this Address

Pay to: Rising Star
500 W University Ave
El Paso, TX, 79968-8900

Customers:

- The University of Texas at El Paso

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Cancel Send Address

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- 6. From the Customers section, select the UTEP checkbox.
- 7. Select **Send Address** to complete the process, all changes will be reviewed and approved by UTEP.
- 8. Suppliers also have the ability to share the address with other customers if needed by selecting the **Share with Customers** button.

El Paso Address

Pay to Rising Star, 500 W University Ave, El Paso, TX 79968-8900

Address Validated

Associated Bank Account: None

Related Customers

Share With Customers

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