

PaymentWorks – Add & Update Remittance Address and Update Corporate Address

You may be asked to submit updates to your Remittance Address or Corporate Address if this information changes. ****Note:** Please be aware that some changes to the Remittance or Corporate Address are subject to approval and thus may require additional time to process.

Access the PaymentWorks site at <https://www.paymentworks.com/accounts/login/> and login using your credentials.

1. From the Home page, click on the initials on the top right, then select “Company Profile”.

2. Click on “Remittance Addresses” from the menu on the left.




The screenshot displays the PaymentWorks web application interface. On the left, a vertical navigation menu lists: Home, Customers, Invoices, Remittances, News, and Messages. The main content area shows the 'Home' page for a customer named 'The University of Texas at El Paso'. A modal window is open over the main content, listing various account management options: Marketing Information, Business Details, Tax Forms, Remittance Addresses (highlighted with a red box and a circled '2'), and Bank Accounts. In the top right corner, a user profile icon with initials 'JL' is circled with a '1' and has a dropdown menu open. The dropdown menu includes: Company Profile (highlighted with a red box), Manage Account, Logout, Help, Contact, Privacy, and Terms and Conditions. A black arrow points down to the 'JL' icon.

Continued – Add or Update Remittance

3. Click the “**Create New Address**” to add a new address or the “**Pencil**” icon to edit/update an address then enter or update the necessary information on the pop-up screen.
4. Click “**Save**” to finalize the changes.

Remittance Addresses

Remittance Address
Pay to Sunny Roofing, 6325 Desert Rain, Roswell, NM USA 86001

Nickname:	<input type="text" value="Remittance Address"/>	<input type="button" value="Create New Address"/>
Contact Name	<input type="text"/>	
Contact Telephone	<input type="text" value=""/> 	
Contact Email	<input type="text"/>	
Country:	 <input type="text" value="United States of America"/>	
Pay-To	<input type="text" value="Sunny Roofing"/>	
Street:	<input type="text" value="6325 Desert Rain"/> <input type="text"/>	
City:	<input type="text" value="Roswell"/>	
State/Province:	<input type="text" value="New Mexico"/>	
Zip/Postal Code:	<input type="text" value="86001"/>	



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5. Click on the purple “Share with Customers” button.

Remittance Addresses Create New Address

Remittance Address	Associated Bank Account		
Sunny Roofing	Sunny Roofing	5	<div style="border: 2px solid red; padding: 2px;">Related Customers Share With Customers</div>  
Pay to Sunny Roofing, 6325 Desert Rain, Roswell, NM USA 86001			

6. Please check “The University of Texas at El Paso” box then “Send Address” to complete the process.

Customers:

The University of Texas at El Paso

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****Note:** All changes will be reviewed and approved by UTEP.

PaymentWorks – Update Corporate

1. From the Home page, click on the initials on the top right, then select “Company Profile”.
2. Click on “Marketing Information” from the menu on the left.

The screenshot displays the PaymentWorks dashboard. On the left, a navigation menu includes Home, Customers, Invoices, Remittances, News, and Messages. The main content area shows a 'Customers' section with a table listing 'The University of Texas at El Paso'. A modal window is open over the 'Marketing Information' menu item, which is circled with a '2'. The modal contains options for Business Details, Tax Forms, Remittance Addresses, and Bank Accounts. In the top right corner, a user profile dropdown menu is open, with 'Company Profile' circled with a '1'. An arrow points to the user initials 'JL' in the top right corner.

Continued – Update Corporate

3. Click “**Edit**” and make the necessary updates to the address on the pop-up screen.

4. Click the green “**Save**” button to finalize the update.

****Note:** All changes will be reviewed and approved by UTEP.

The screenshot shows a web form for updating corporate information. The main form has two sections: "Company Name (DBA):" with the value "Sunny Roofing" and "Corporate Address:" with the value "1693 Dean Jones, Las Cruces, NM USA 88001". A red box labeled "3" highlights the "Edit" button in the bottom right corner of the main form.

An inset pop-up form is shown in the foreground, also with a red box labeled "3" around its address fields. The pop-up form contains the following fields:

- Company Name (DBA): Sunny Roofing
- Corporate Address:
- Country: United States of America (dropdown menu)
- Street: 1693 Dean Jones
- City: Las Cruces
- State: New Mexico (dropdown menu)
- Zip/Postal: 88001
- Telephone: (with a country code dropdown)
- Primary Account e-Mail:
- Website URL:
- Business Description: (text area)

At the bottom of the pop-up form, there are two buttons: a red "Cancel" button and a green "Save" button. A red box labeled "4" highlights the "Save" button.