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.

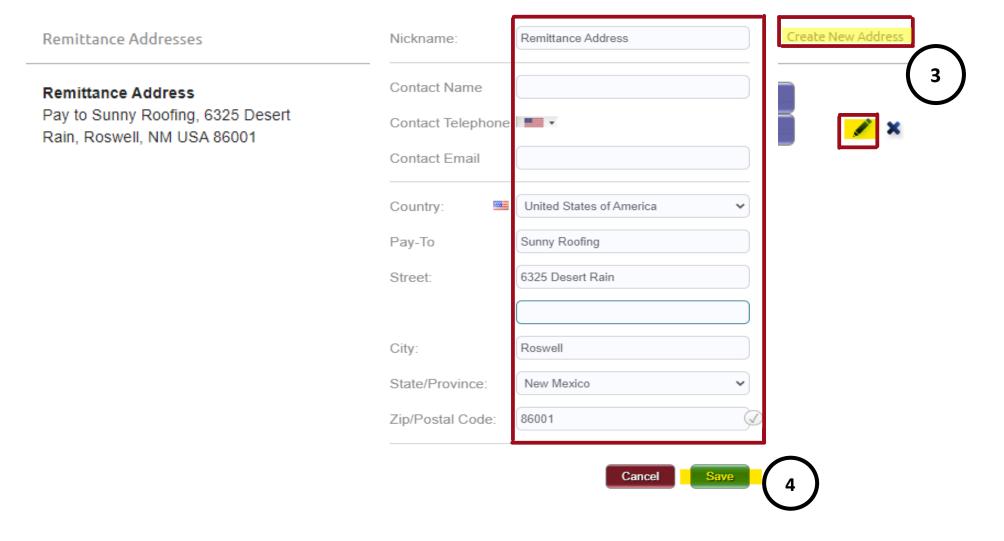
1. From the Home page, click on the initials on the top right, then select "**Company Profile**".

aymentW∮rks	2. Click on	"Remittance Ac	ldresses " from t	he menu on the left.)	
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		(2)	Tax Forms				
			Remittance /	Addresses 🔉			
			Bank Accour	nts			

Continued – Add or Update Remittance

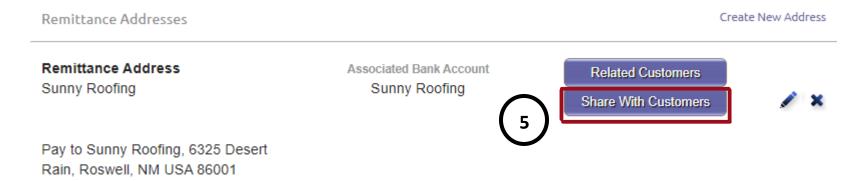
3. Click the "**Create New Address**" to add a new address or the "**Pencil**" icon to edit/update an address then enter or update the necessary information on the pop-up screen.

4. Click "Save" to finalize the changes.

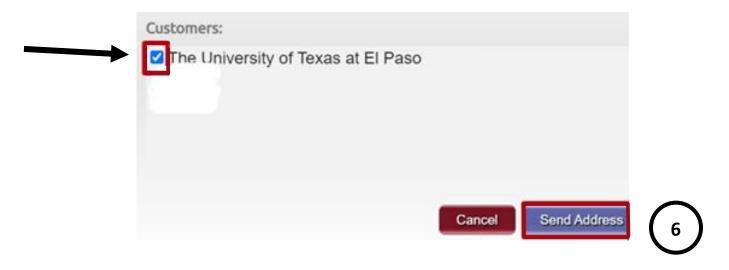


Continued – Add or Update Remittance

5. Click on the purple "Share with Customers" button.



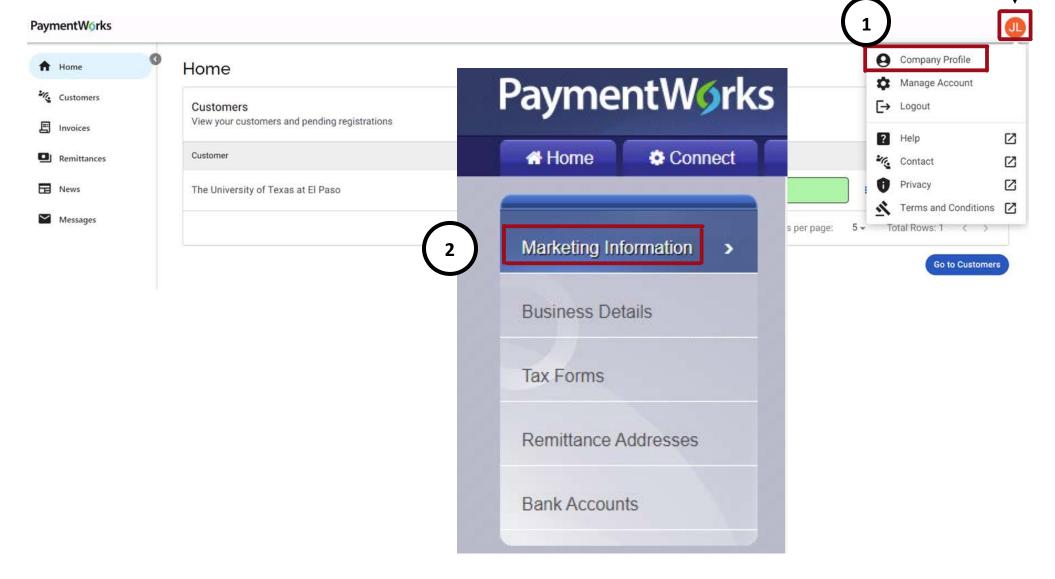
6. Please check "The University of Texas at El Paso" box then "Send Address" to complete the process.



**<u>Note</u>: 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.



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.

**<u>Note</u>: All changes will be reviewed and approved by UTEP.

pany Name (DBA): Sunny Roofing		
1693 Dean Jones, Las Cruces, NM USA 88001	ldress:	Corporate A
T	Sunny Roofing	ompany Name (DBA):
		orporate Address:
	United States of America	Country:
	1693 Dean Jones	Street:
	Las Cruces	City:
	New Mexico	State:
D	88001	Zip/Postal:
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