# **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.

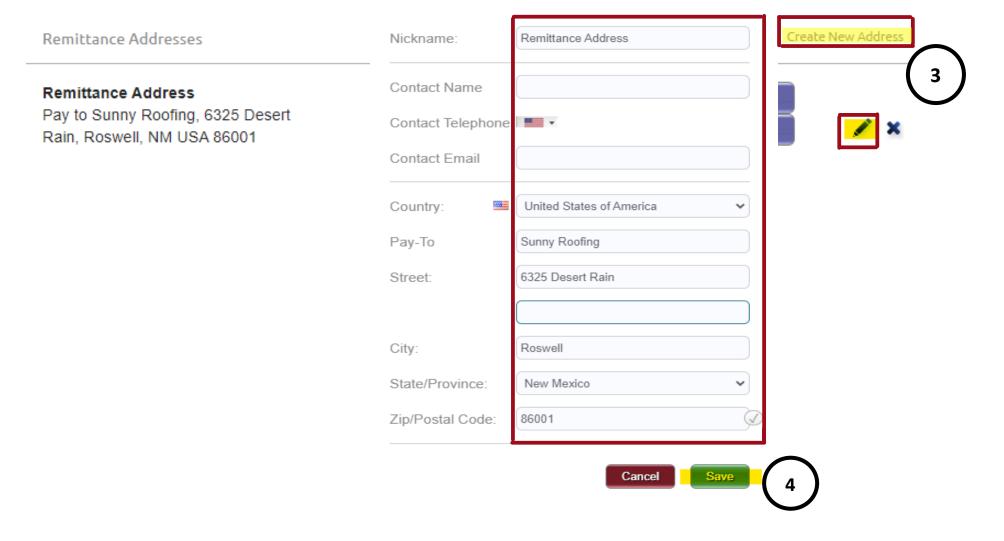
1. From the Home page, click on the initials on the top right, then select "**Company Profile**".

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			Remittance /	Addresses 🔉			
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## **Continued – Add or Update Remittance**

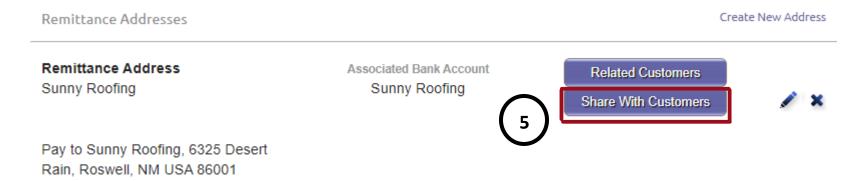
3. Click the "**Create New Address**" to add a new address or the "**Pencil**" icon to edit/update an address then enter or update the necessary information on the pop-up screen.

4. Click "Save" to finalize the changes.

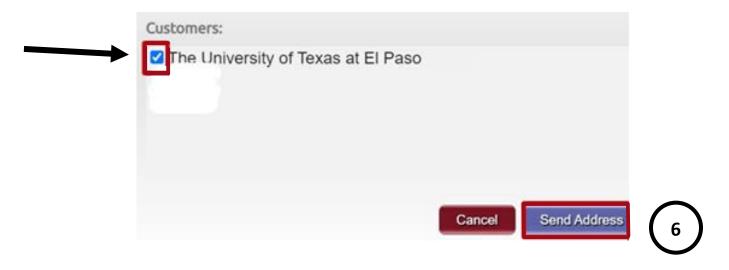


## **Continued – Add or Update Remittance**

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



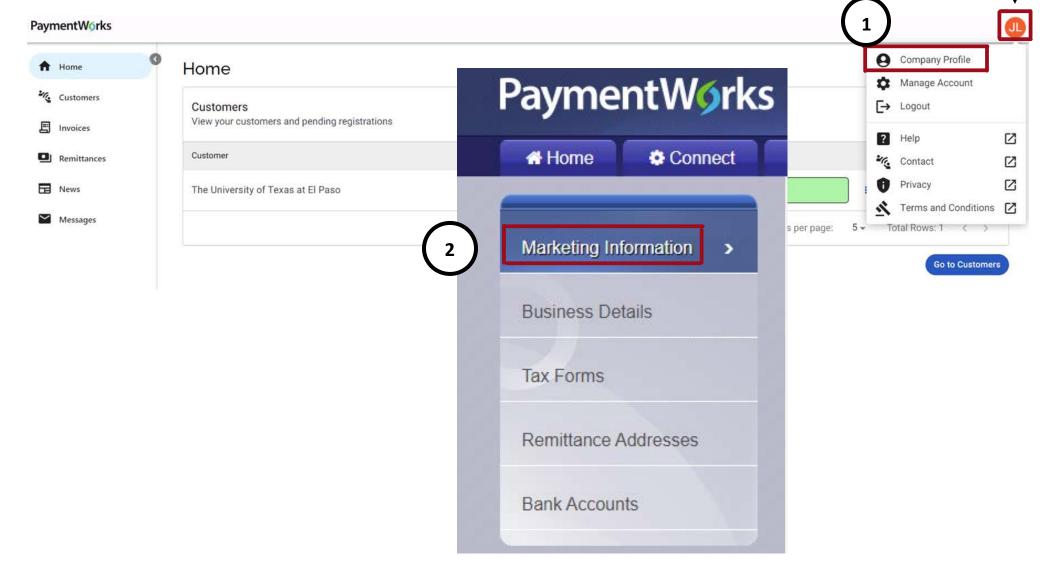
6. Please check "The University of Texas at El Paso" box then "Send Address" to complete the process.



\*\*<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:
		elephone:
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