

# PaymentWorks – Changing Company DBA Name

A Company DBA (doing business as) Name can be modified under “Marketing Information”.

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 “Marketing Information” from the menu on the left.

The screenshot displays the PaymentWorks user interface. On the left, a 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 semi-transparent overlay window is positioned over the 'Marketing Information' menu item, which is circled with a '2'. To the right, a user profile dropdown menu is open, with the 'Company Profile' option circled with a '1'. A black arrow points to the user initials 'JL' in the top right corner of the interface.

# Continued – Changing Company DBA Name

3. Click “Edit” then on the pop-up screen, modify the “Company Name (DBA)”.

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

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

The screenshot shows a web form for editing a company profile. The form is titled "Company Name (DBA):" and "Sunny Roofing". The form contains several fields: "Company Name (DBA)", "Corporate Address", "Country", "Street", "City", "State", "Zip/Postal", "Telephone", "Primary Account e-Mail", "Website URL", and "Business Description". The "Company Name (DBA)" field is highlighted with a red box and a circled "3". The "Edit" button is also highlighted with a red box and a circled "4". The "Save" button is highlighted with a red box. The "Cancel" button is also visible. The form is set to "United States of America" and "New Mexico". The address is "1693 Dean Jones, Las Cruces, NM USA 88001".

Company Name (DBA): Sunny Roofing

1693 Dean Jones, Las Cruces, NM USA 88001

Company Name (DBA): Sunny Roofing

Corporate Address:

Country: United States of America

Street: 1693 Dean Jones

City: Las Cruces

State: New Mexico

Zip/Postal: 88001

Telephone:

Primary Account e-Mail:

Website URL:

Business Description:

Cancel Save Edit