

# PaymentWorks – Edit and Add Bank Accounts

The “Company Profile” is where you can manage your individual bank information or the business entity’s bank 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 “Bank Accounts” from the menu on the left.

The screenshot displays the PaymentWorks web application interface. On the left, a vertical navigation menu includes options: Home, Customers, Invoices, Remittances, News, and Messages. The main content area shows a 'Home' header and a 'Marketing Information' dropdown menu. The 'Bank Accounts' option in this menu is highlighted with a red box and a circled '2'. On the right side, a user profile icon with initials 'JL' is circled with a '1' and has a red box around it. A dropdown menu is open from this icon, listing: Company Profile (highlighted with a red box), Manage Account, Logout, Help, Contact, Privacy, and Terms and Conditions. A black arrow points to the 'JL' icon. Below the navigation menu, there are input fields for 'Company Name (DBA)', 'Corporate Address', 'Telephone', 'Primary Account e-Mail', and 'Website URL'. A 'Go to Customers' button is visible at the bottom right of the main content area.

# PaymentWorks – Edit Bank Account

3. Click on “**Edit**” (pencil icon) and select the bank account you would like to change.
4. Under “**Associated Remittance Addresses**”, you will see all your active remittance addresses. Clicking the checkbox next to an address will associate the bank account with that address.

**The following private information is only shared with clients you have connected with on PaymentWorks**

NAME ON ACCOUNT	ACCOUNT NUMBER	EDIT	DELETE
			

**3**

**Associated Remittance Addresses:**

- Address 1  
440 Smith Street  
Middletown, CT 6457

**4**

**Modify any information related to the specific bank account you selected. Don't forget to save!**

Country: United States of America

Street: 23 Doe Road

City: Milwaukee

State/Province: Wisconsin

Zip/Postal Code: 53201

ABA Routing Number: 000012345  
*9-digit number at the bottom left of a check*

Swift Code:

e-Mail for ACH Details: sid.mon@gmail.com

Cancel Save

# PaymentWorks – Add Bank Account

1. Click “Add Account” then follow the prompts on each page to **Add Account Information**.
2. Upload a **Bank Validation File** on page 3 (must be in PDF, JPEG, or PNG format). The validation file should contain the Name on Account, the Account Number, the Bank Name, as well as the Bank Routing Number. Please upload a voided check, voided deposit slip, bank statement or bank letter with all the requested information.

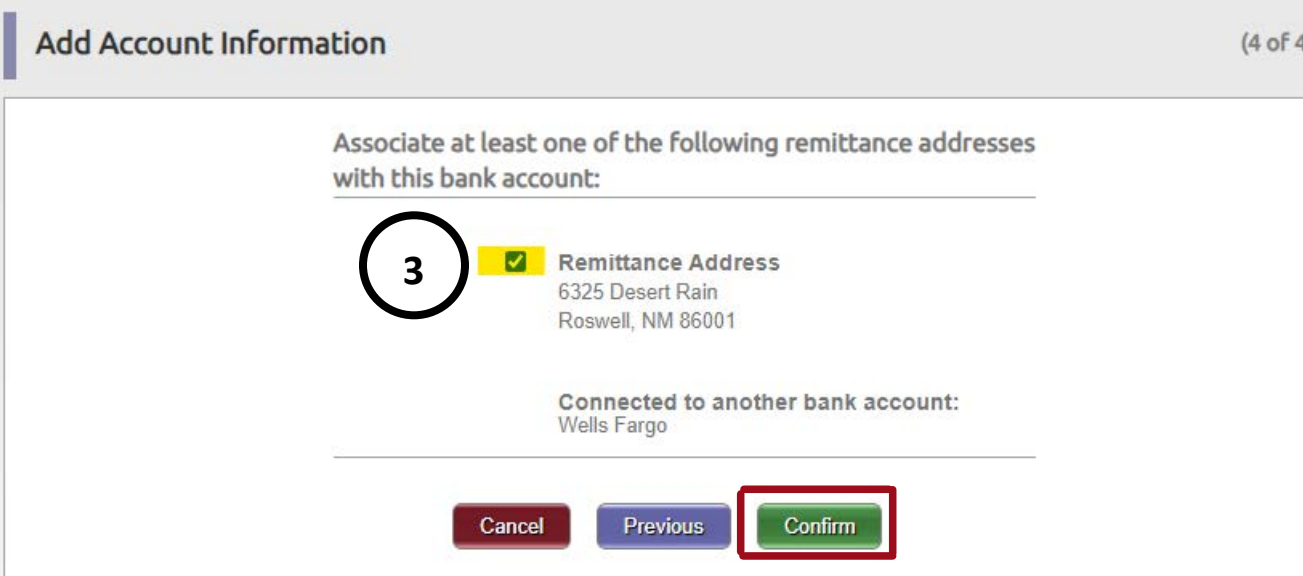
**\*\*Note:** Non-US vendors or Individuals may leave the “Routing Number” field blank *if* International Payment-Wire is selected.

The screenshot displays the PaymentWorks user interface. On the left, a sidebar menu includes 'Marketing Information', 'Business Details', 'Tax Forms', 'Remittance Addresses', and 'Bank Accounts'. The main content area shows a table with columns for 'NAME ON ACCOUNT', 'ACCOUNT NUMBER', 'EDIT', and 'DELETE'. Below the table is an 'Add Account' button, highlighted with a red box and a circled '1'. The 'Add Account Information' page (3 of 4) is shown below, featuring a 'Bank Account Validation' section. It lists acceptable validation file types: Letter on company letterhead, Voided check, Voided deposit slip, Letter from your bank, and Copy of a bank account statement. A file upload field is present, with a 'Browse' button highlighted by a red box and a circled '2'. A yellow callout box with an arrow points to the 'Browse' button, containing the text 'Click Browse to upload a Bank Validation File'. Below the file upload section, there is an 'Accept Authorization for bank deposit' checkbox, which is also highlighted with a red box and an arrow. The checkbox is currently unchecked. At the bottom of the page, there are 'Cancel', 'Previous', and 'Next' buttons.

# Continued – Add Bank Account

3. Select and check the correct Remittance Address to link to the bank account then click “**Confirm**”.

**\*\*Note:** The new bank account will not be properly submitted until it is associated with the Remittance Address being used by your customer.



The screenshot shows a web form titled "Add Account Information" with a sub-header "(4 of 4)". The main instruction reads: "Associate at least one of the following remittance addresses with this bank account:". Below this, there is a list of remittance addresses. The first address is selected, indicated by a yellow checkmark and a circled number "3". The address is: "6325 Desert Rain, Roswell, NM 86001". Below the list, it says "Connected to another bank account: Wells Fargo". At the bottom of the form, there are three buttons: "Cancel", "Previous", and "Confirm". The "Confirm" button is highlighted with a red border.

4. On the last page, please review the information you entered and click “**Save**”.



The screenshot shows three buttons: "Cancel", "Previous", and "Save". The "Save" button is highlighted with a red border and a yellow background. A black arrow points to the "Save" button from the right.

**\*\*Note:** Each customer associated with the selected remittance address will receive your new bank account as a vendor update request. It will then be reviewed for approval.