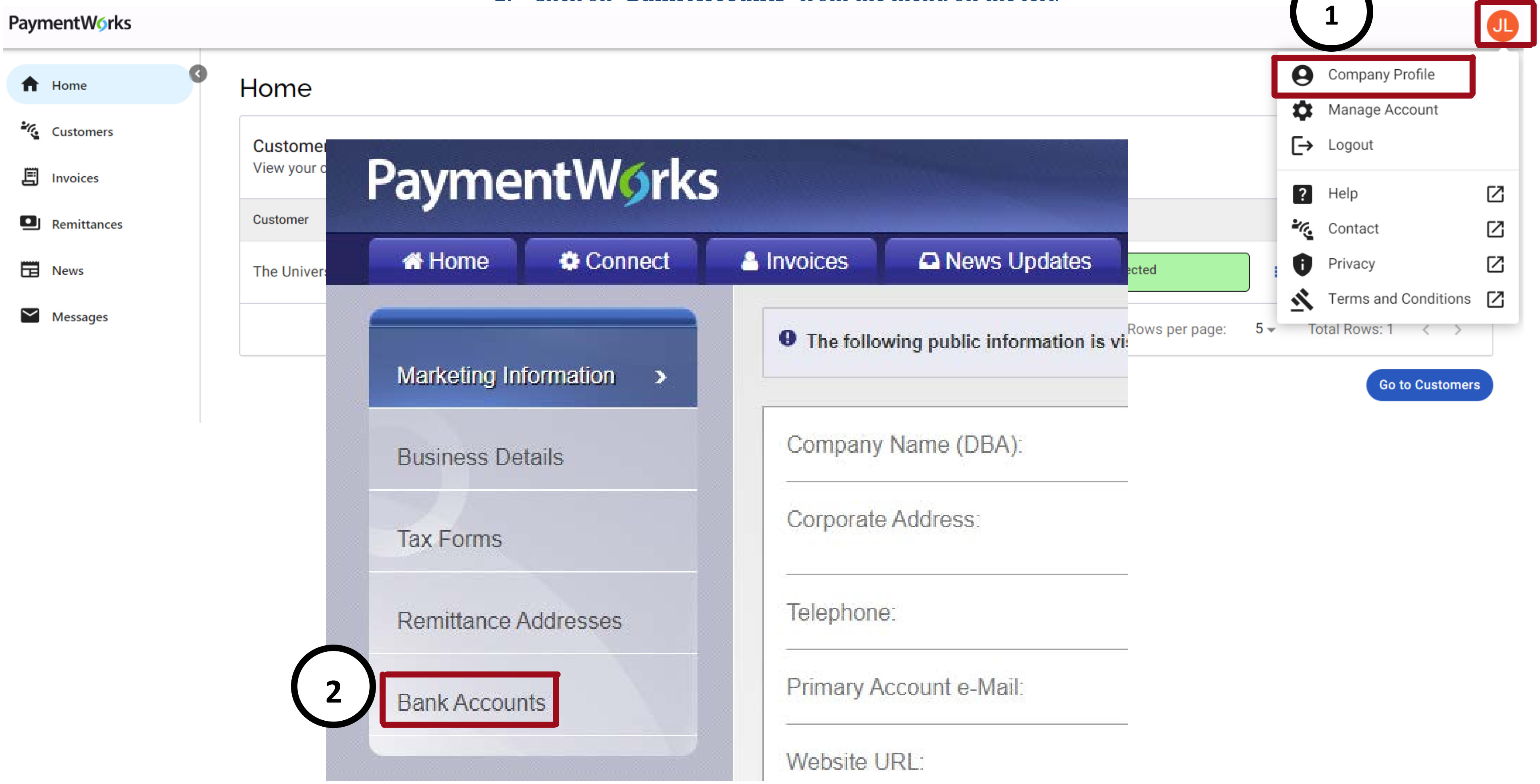
PaymentWorks – Edit and Add Bank Accounts

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.

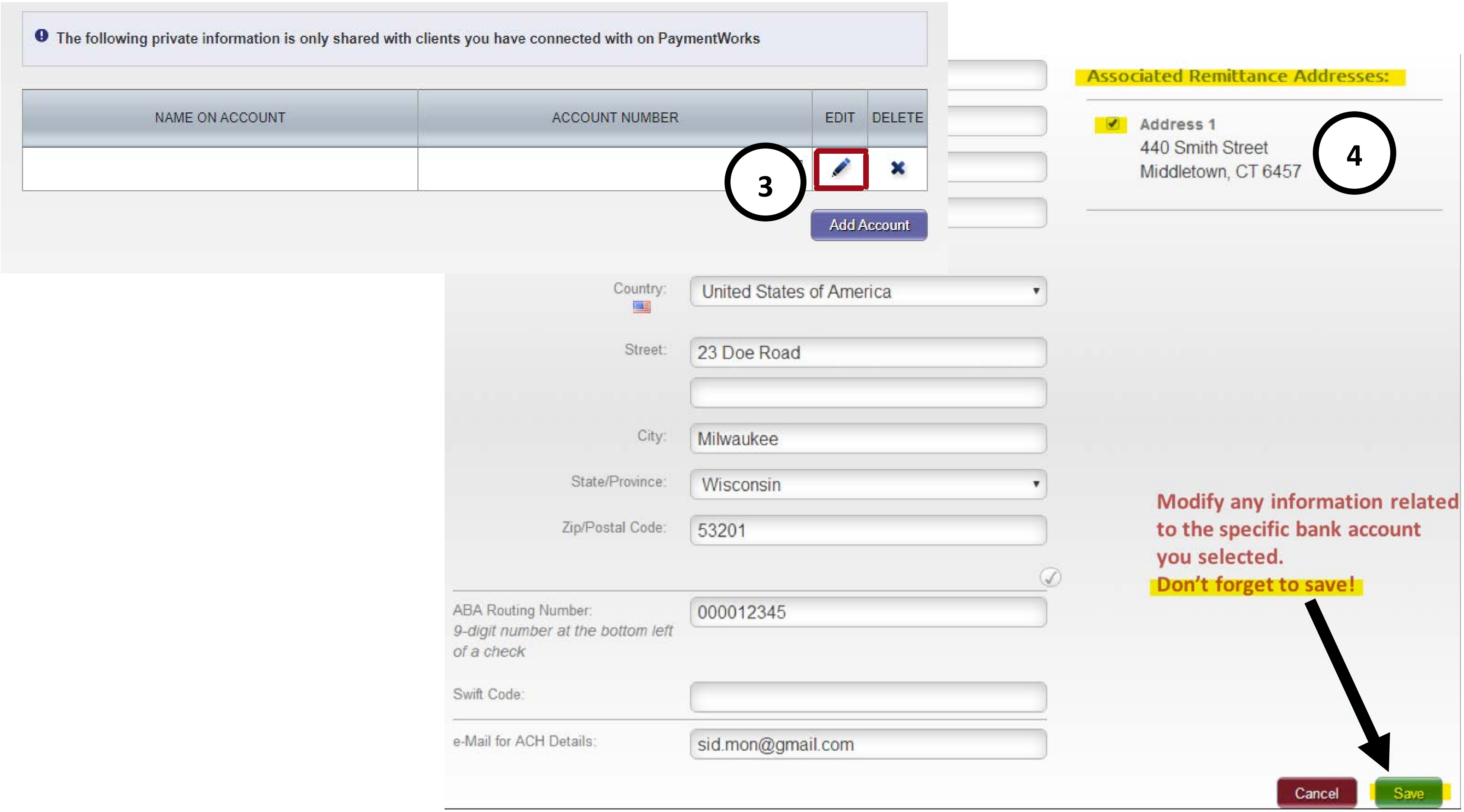
1. From the Home page, click on the initials on the top right, then select “**Company Profile**”.

2. Click on “**Bank Accounts**” from the menu on the left.



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.

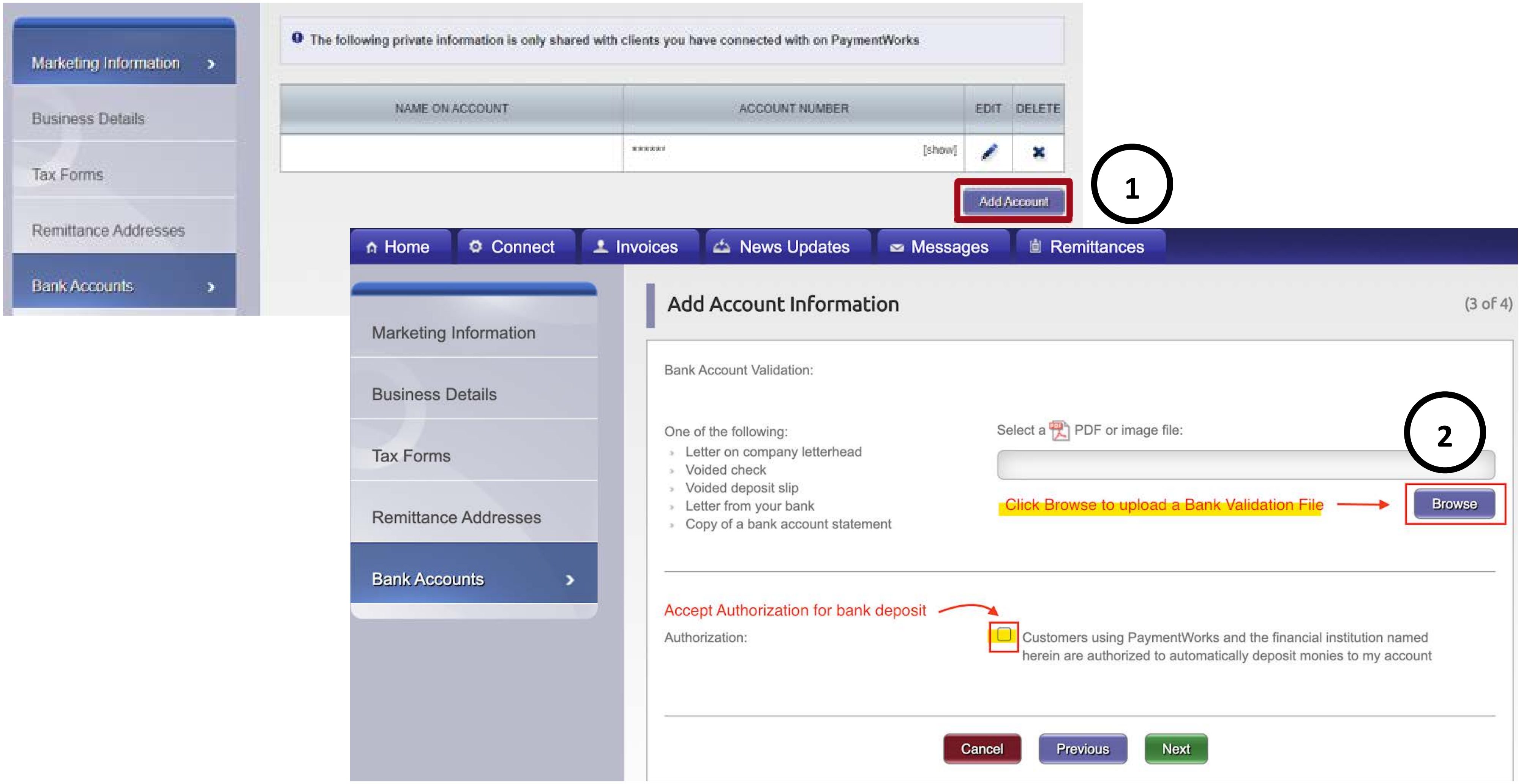


PaymentWorks – Add Bank Account

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.

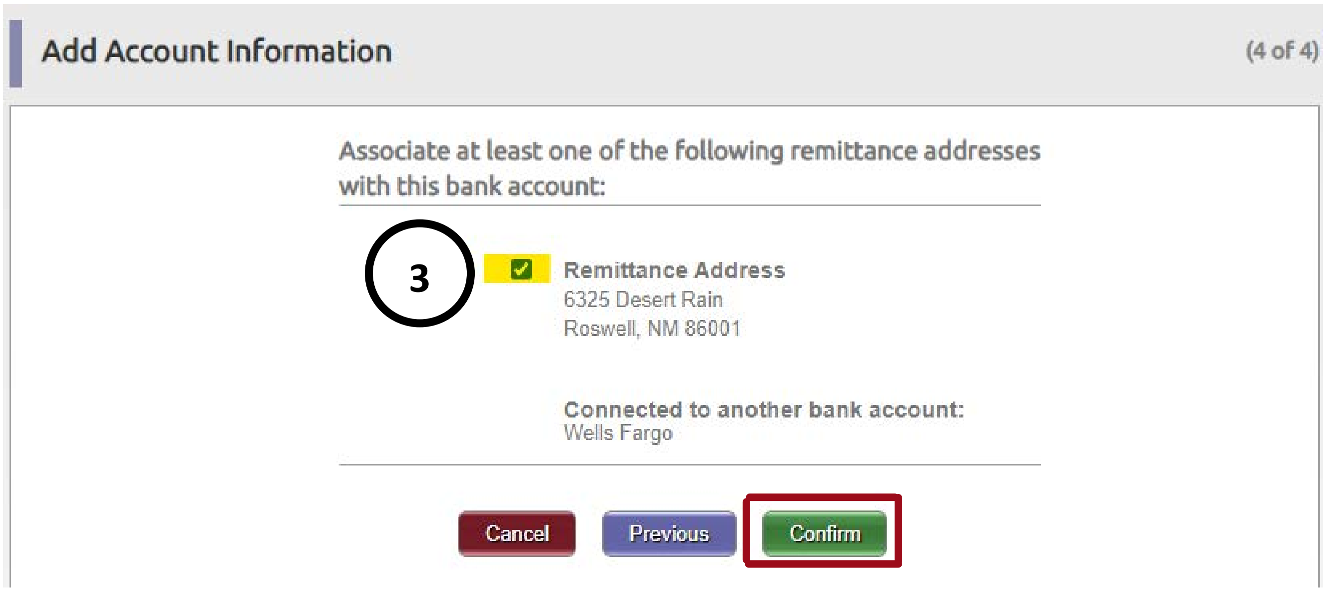
****Note**: Non-US vendors or Individuals may leave the "Routing Number" field blank ***if*** International Payment-Wire is selected.



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.



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

****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.