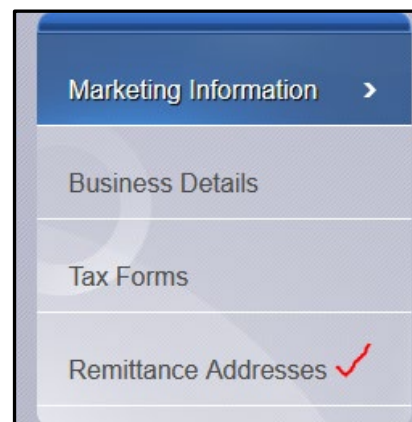
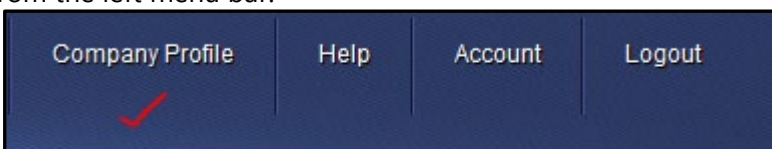


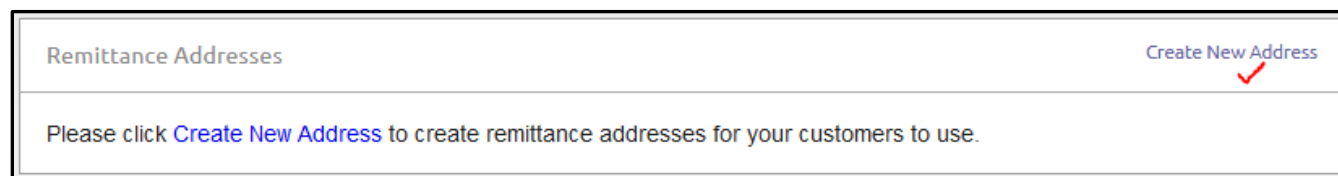
Adding and Editing Remittance Addresses and Bank Accounts in PaymentWorks

Adding/Editing Remittance Addresses

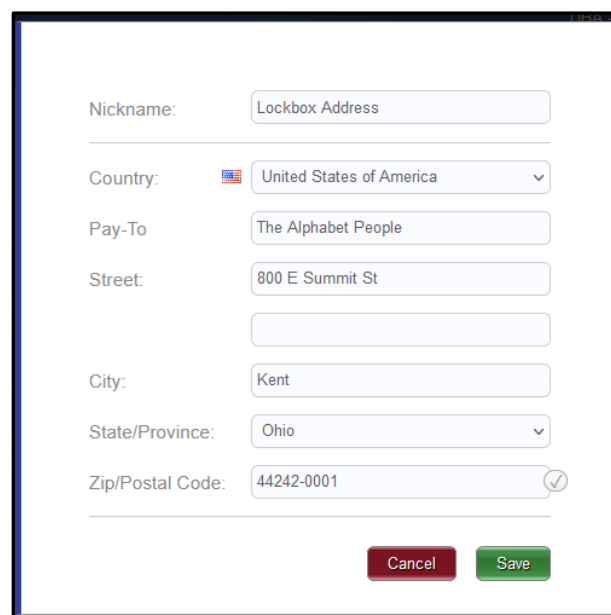
1. In PaymentWorks, choose **Company Profile** in the upper right corner. Then select **Remittance Addresses** from the left menu bar.



2. To add a new remittance address,
 - a. Select **Create New Address**






- b. Enter your new address.
 - i. You may enter a nickname for the address in the **Nickname** field (e.g., Lockbox Address).
 - ii. The **Pay-To** field will default to your individual/business legal name. If you do business under a different name, enter your *dba* name in this field.
 - iii. Click the **Save** button when you have completed the fields.



- c. Once you have added the address, you will be taken back to the **Remittance Addresses** screen. If your new remittance address has a purple **Share With Customers** buttons next to it, you will need to click on that button and mark that you want to share the address with Kent State University.

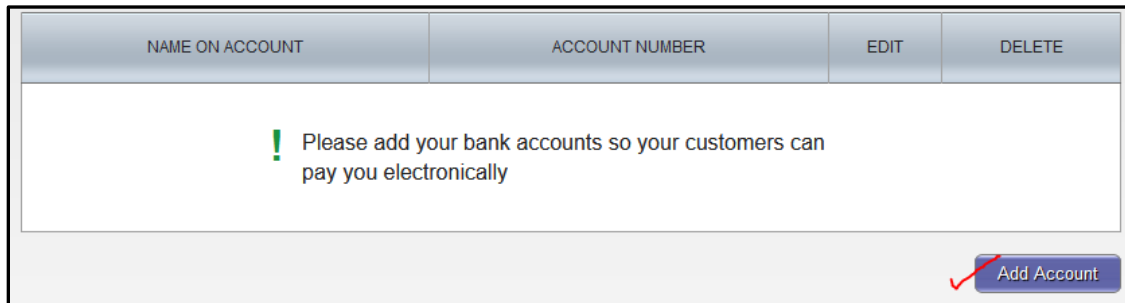


3. To edit a remittance address, click on the pencil icon next to that address on the **Remittance Addresses** page. Make any necessary changes and then click **Save**.

Lockbox Address Pay to The Alphabet People, 800 E Summit St, Kent, OH 44242-0001 Address Validated	Associated Bank Account DBA Company	  
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Adding/Editing Bank Account Information (to facilitate payment by ACH/direct deposit)

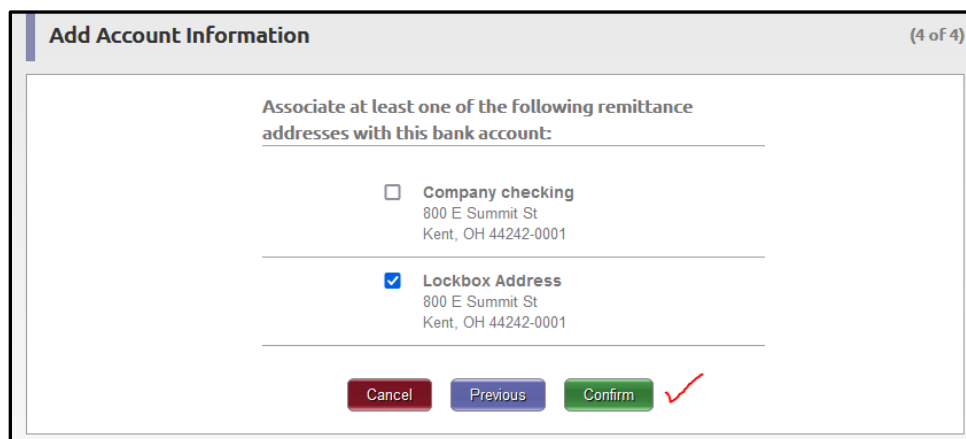
1. In PaymentWorks, choose **Company Profile** in the upper right corner. Then select **Bank Accounts** from the menu on the left.
 - a. Click the **Add Account** button.



NAME ON ACCOUNT	ACCOUNT NUMBER	EDIT	DELETE
<p>! Please add your bank accounts so your customers can pay you electronically</p>			

Add Account

- b. Enter the required information/documentation, clicking **Next** to move to each subsequent screen.
 - i. Screen 1 – provide your bank account number and the email address to which you want direct deposit notifications to be sent
 - ii. Screen 2 – provide your bank’s name, address, and routing number
 - iii. Screen 3 – provide a bank account verification file and click the **Authorization** box
 - iv. Screen 4
 1. Choose (click the checkbox for) the remittance address(es) that you want associated with the banking information that you just provided.
 2. Payments whose invoices show the remittance address(es) that you choose here will be paid via ACH/direct deposit.
 3. Click **Confirm** when complete.



Add Account Information (4 of 4)

Associate at least one of the following remittance addresses with this bank account:

☐ **Company checking**
800 E Summit St
Kent, OH 44242-0001

☒ **Lockbox Address**
800 E Summit St
Kent, OH 44242-0001

Cancel Previous Confirm ✓

- c. Review the information shown on the **Confirm and Save** screen, and then click **Save**.
4. To edit banking information, click on the pencil icon next to that bank account on the **Bank Accounts** page. Make any necessary changes and then click **Save**.