

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**

The screenshot shows a white rectangular box representing a page header. On the left, it says 'Remittance Addresses'. On the right, it says 'Create New Address' with a red checkmark. Below this, a message reads: 'Please click [Create New Address](#) to create remittance addresses for your customers to use.'

- b. Enter your new address.

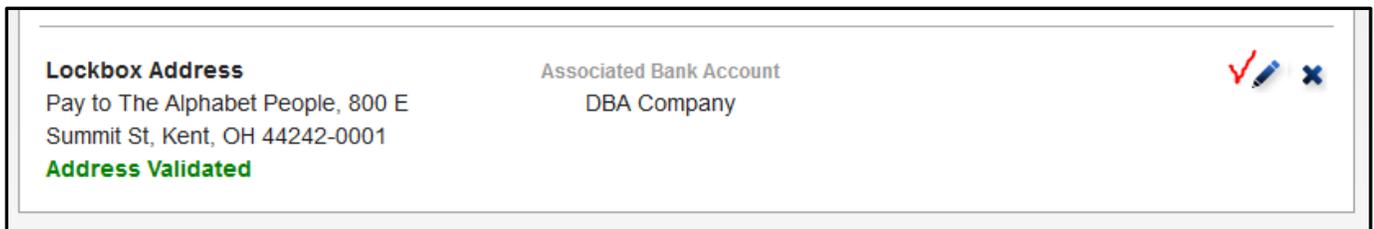
- i. You may enter a nickname for the address in the **Nickname** field (e.g., Lockbox Address).
- ii. The **Pay-To** field will default to your individual/business legal name. If you do business under a different name, enter your *dba* name in this field.
- iii. Click the **Save** button when you have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

The screenshot shows a form for creating a new address. The fields are: Nickname: Lockbox Address; Country: United States of America; Pay-To: The Alphabet People; Street: 800 E Summit St; City: Kent; State/Province: Ohio; Zip/Postal Code: 44242-0001. At the bottom right, there are two buttons: 'Cancel' (red) and 'Save' (green).

- 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.

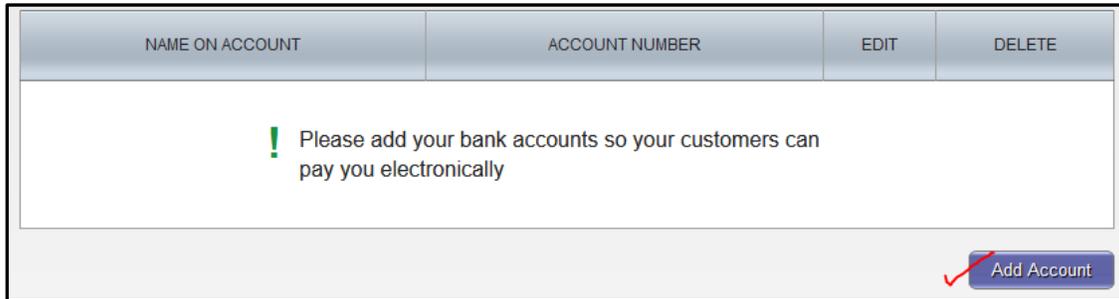


3. To edit a remittance address, click on the pencil icon next to that address on the **Remittance Addresses** page. Make any necessary changes and then click **Save**.

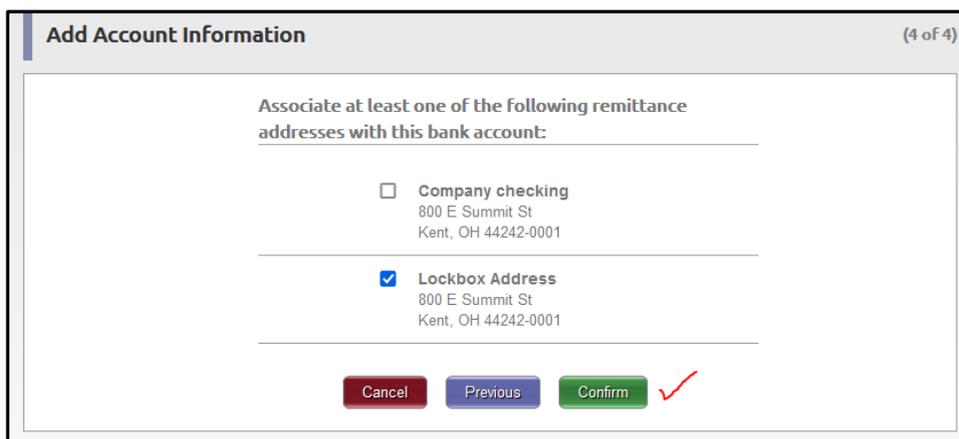


Adding/Editing Bank Account Information (to facilitate payment by ACH/direct deposit)

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.



- 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.



- 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**.