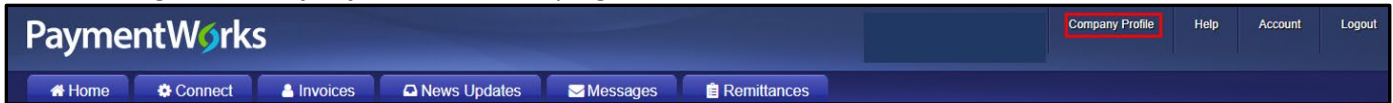


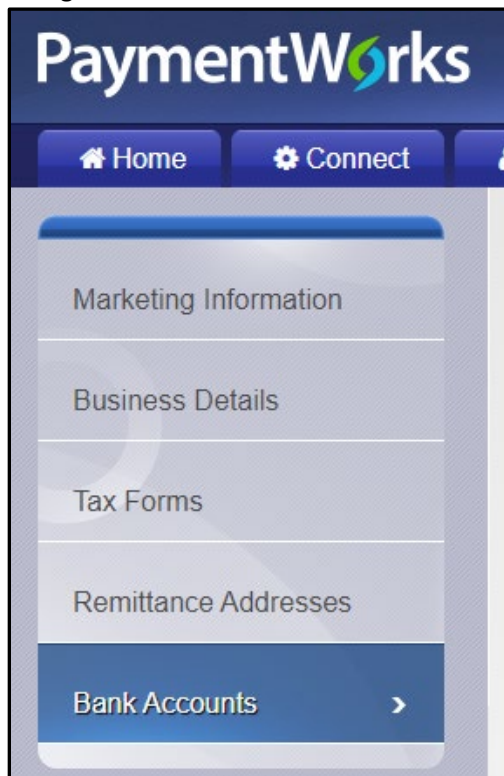
# Updating Payment Notification Email Address

1. Login to your PaymentWorks account: <https://www.paymentworks.com/accounts/login/>



2. Navigate to **Company Profile** at the top right corner



3. Navigate to the **Bank Accounts** on the menu at the left



4. Click the **Edit** icon to the left of the bank account you wish to update the email notification for

NAME ON ACCOUNT	ACCOUNT NUMBER	EDIT	DELETE
	1111 [show]		

5. Update the **Email address for payment notifications** at the bottom of the screen

Name on Account:	<input type="text" value="Kent State"/>
Account number:	<input type="text" value="123456789"/>
Re-enter Account number:	<input type="text" value="123456789"/>
Account Type:	<input type="text" value="Company Checking"/>
Bank Name:	<input type="text" value="Golden Flashes Institute"/>
Bank Address:	
Country:	<input type="text" value="United States of America"/>
Street:	<input type="text" value="800 E Summit St"/>
City:	<input type="text" value="Kent"/>
State/Province:	<input type="text" value="Ohio"/>
Zip/Postal Code:	<input type="text" value="44240"/>
Unable to Validate Address	
ABA Routing Number:	<input type="text" value="123456789"/>
9-digit number at the bottom left of a check	
Swift Code:	<input type="text"/>
Email address for payment notifications:	<input type="text" value="vendmgmt@kent.edu"/>

6. Click the **Save** button once updates are complete

<input type="button" value="Cancel"/>	<input type="button" value="Save"/>
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