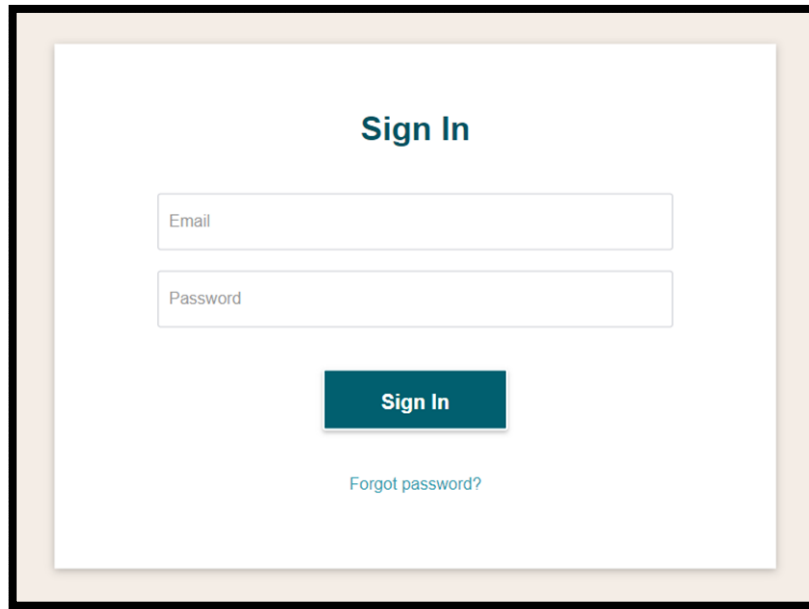


# Add or Update Banking Information

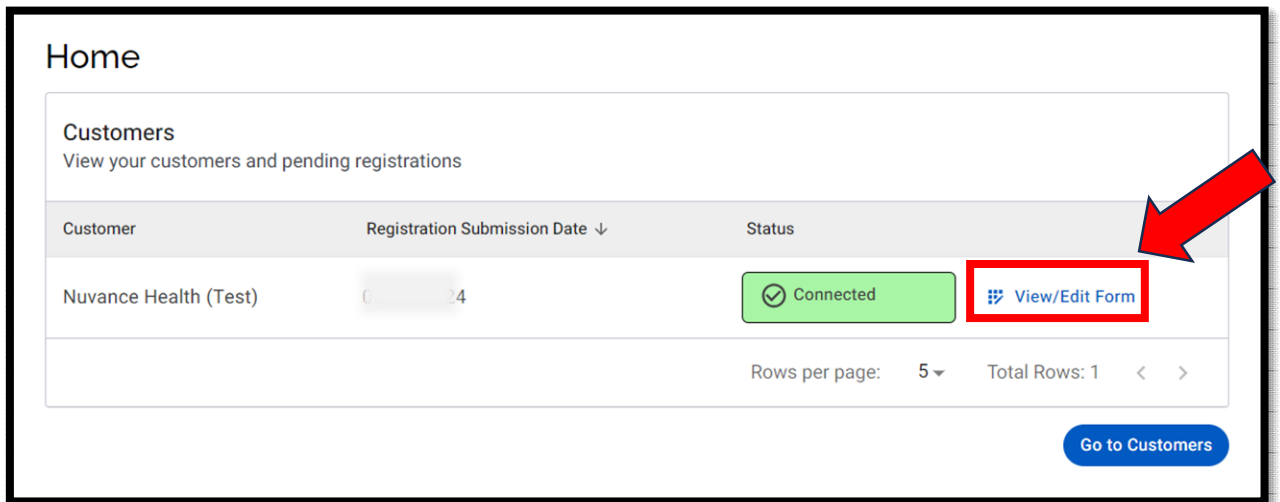
Already on PaymentWorks, but want to change payment method to ACH (Direct Debit)

1. Log into your PaymentWorks Portal. [Log into PaymentWorks](#)



The screenshot shows a 'Sign In' page with a white background and a dark teal border. At the top center is the text 'Sign In'. Below it are two input fields: 'Email' and 'Password'. A dark teal 'Sign In' button is centered below the fields. At the bottom center is a link that says 'Forgot password?'.

2. Click on "View/Edit Form"

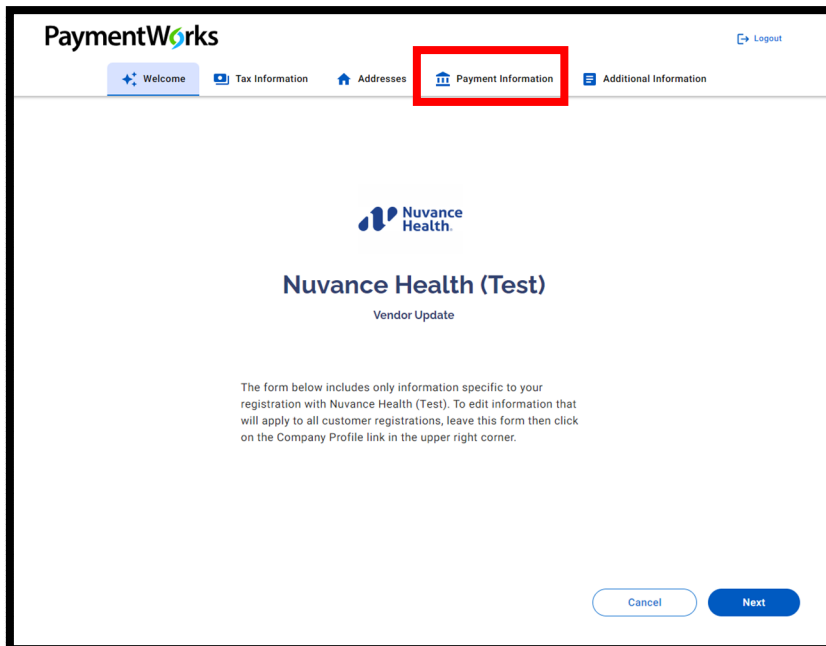


The screenshot shows a 'Home' page with a 'Customers' section. The section title is 'Customers' and the subtitle is 'View your customers and pending registrations'. Below this is a table with three columns: 'Customer', 'Registration Submission Date', and 'Status'. The first row contains 'Nuvance Health (Test)', '4', and 'Connected'. A red box highlights the 'View/Edit Form' link in the 'Status' column, with a red arrow pointing to it. At the bottom right of the table is a 'Go to Customers' button.

Customer	Registration Submission Date ↓	Status
Nuvance Health (Test)	4	<span>Connected</span> <a href="#">View/Edit Form</a>

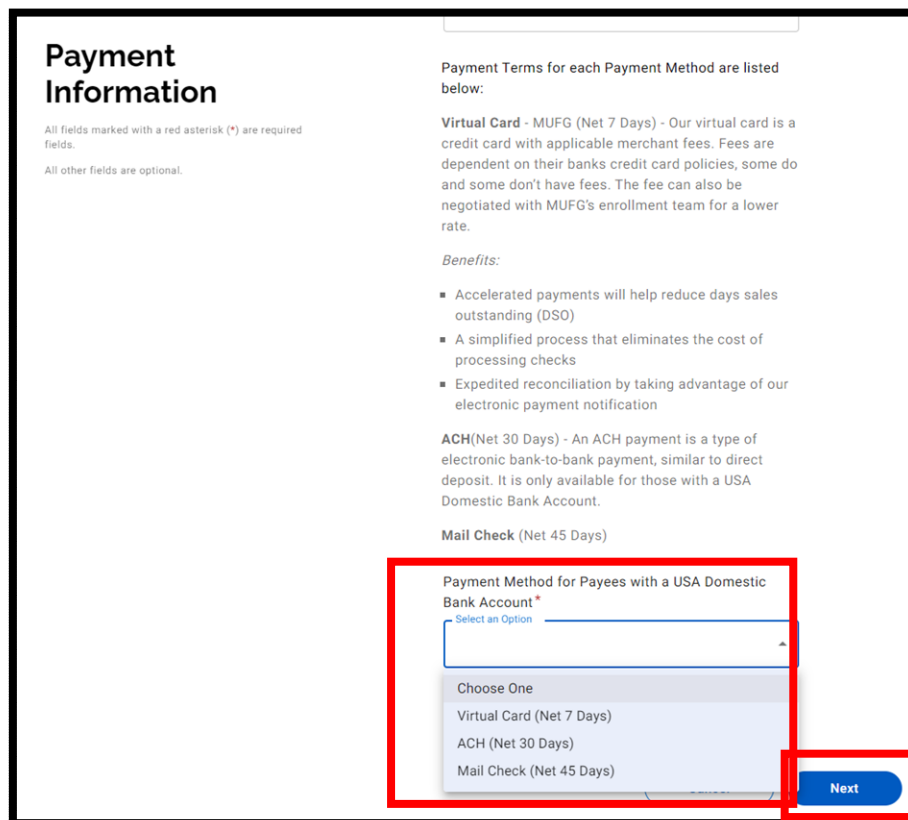
# Add or Update Banking Information

3. Click "Payment Information"



The screenshot shows the PaymentWorks user interface. At the top, there is a navigation bar with the following items: 'Welcome', 'Tax Information', 'Addresses', 'Payment Information' (highlighted with a red box), and 'Additional Information'. A 'Logout' link is visible in the top right corner. The main content area features the Nuvance Health logo and the text 'Nuvance Health (Test) Vendor Update'. Below this, a paragraph explains that the form is specific to the user's registration and provides instructions on how to edit information. At the bottom right, there are two buttons: 'Cancel' and 'Next'.

4. Choose "ACH" and click "Next."



The screenshot displays the 'Payment Information' form. On the left, there is a heading 'Payment Information' and two lines of text: 'All fields marked with a red asterisk (\*) are required fields.' and 'All other fields are optional.'. The main content area contains a heading 'Payment Terms for each Payment Method are listed below:' followed by three sections: 'Virtual Card - MUFG (Net 7 Days)', 'ACH (Net 30 Days)', and 'Mail Check (Net 45 Days)'. The 'ACH (Net 30 Days)' section is highlighted with a red box. Below this section, there is a dropdown menu titled 'Payment Method for Payees with a USA Domestic Bank Account \*'. The dropdown is open, showing four options: 'Virtual Card (Net 7 Days)', 'ACH (Net 30 Days)', and 'Mail Check (Net 45 Days)'. The 'ACH (Net 30 Days)' option is selected. At the bottom right, there is a blue 'Next' button, which is also highlighted with a red box and a red arrow pointing to it.

# Add or Update Banking Information

5. Scroll down and click "Submit."

**Vendor Information**

All fields marked with a red asterisk (\*) are required fields.  
All other fields are optional.

Instructions for Conflict of Interest section

If you are registering as an individual, please answer the following section on behalf of yourself only.

If you are registering on behalf of your company, please answer the following section on behalf of yourself and any other employees of your company.

Link to Conflict of Interest\*

[Conflict of Interest Terms and Conditions](#)

I have read and acknowledged the Conflict of Interest terms and conditions.

Are you or are you aware of anyone at your company who is a current Nuvance Health employee?\*

Select an Option

No

Are you or are you aware of anyone at your company who is a former Nuvance Health employee?\*

Select an Option


No

Are you or are you aware of anyone at your company who is related to a Nuvance Health employee?\*

Select an Option

No

[Cancel](#) [Submit](#)



6. Click "Go to your dashboard."

I have read and acknowledged the Conflict of Interest terms and conditions.

**Submission Successful!**

Your updates have been submitted successfully to Nuvance Health (Test).

[Give Us Your Feedback](#) [Go to your dashboard](#)

No

Are you or are you aware of anyone at your company

# Add or Update Banking Information

7. Click on the "Arrow" which will prompt you to "Return to PaymentWorks Classic."

The screenshot shows the PaymentWorks interface with a table of invoices. The table has columns for Customer, Invoice Number, Invoice Date, Invoice Amount, Paid Amount, Purchase Order, Invoice Status, and Scheduled Pay Date. There are five rows of test data for 'Nuance Health (Test)'. A 'Return to PaymentWorks Classic' button is visible on the left side of the screen, highlighted with a red box.

Customer	Invoice Number	Invoice Date ↓	Invoice Amount	Paid Amount	Purchase Order	Invoice Status	Scheduled Pay Date
Nuance Health (Test)	132						:024
Nuance Health (Test)	132						:024
Nuance Health (Test)	132						:024
Nuance Health (Test)	132						:024
Nuance Health (Test)	132						:024

8. Click on "Company Profile"

The screenshot shows the PaymentWorks interface with the 'Company Profile' menu item highlighted in the top navigation bar. The main content area displays 'Manage Your connections' with sections for Active Connections, Customer Registrations, and Companies You May Want To Connect With. The 'Company Profile' menu item is highlighted with a red box.

9. Click on "Bank Accounts" and then "Add Account"

The screenshot shows the PaymentWorks interface with the 'Bank Accounts' menu item highlighted in the left sidebar. The main content area displays a table with columns for NAME ON ACCOUNT, ACCOUNT NUMBER, EDIT, and DELETE. A message prompts the user to add bank accounts for electronic payments. The 'Add Account' button is highlighted with a red box.

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

# Add or Update Banking Information

10. Complete the information below and click "Next"

**Add Account Information** (1 of 4)

Name on Account:

Account Number:

Re-enter Account Number:

Account Type:

Email address for payment notifications:

Corporate Address:

Street:

City:

State:

Zip/Postal Code:

Country:

11. Complete the information below and click "Next"

**Add Account Information** (2 of 4)

Bank Name:

Bank Address:

Country:

Street:

City:

State/Province:

Zip/Postal Code:

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

Swift Code: (optional)

# Add or Update Banking Information

12. Complete the information and click "Next"

**Add Account Information** (3 of 4)

Bank Account Validation:

One of the following:

- > Letter on company letterhead
- > Voided check
- > Voided deposit slip
- > Letter from your bank
- > Copy of a bank account statement

Select a PDF or image file:

Authorization:

Customers using PaymentWorks and the financial institution named [redacted] are authorized to automatically deposit monies to my account

13. Click the Remittance Address associated with your banking information and Click "Confirm."

a. \*\*You may only have 1 option to choose.

**Add Account Information** (4 of 4)

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

Remittance Address  
2 [redacted]  
Kalamazoo, MI 49001

Not connected to any bank account.

[redacted]  
Chicago, IL 60607-31213

Not connected to any bank account.

[redacted]  
Chicago, IL 60607-30270

Not connected to any bank account.

# Add or Update Banking Information

14. Make sure all your information is correct, then Click "Save"

## Confirm and Save

Name on Account: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Type: **Company Checking**

Email address for payment notifications: \_\_\_\_\_@\_\_\_\_\_.com

Your Address:

Address Type: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Country: USA

Bank Name: \_\_\_\_\_

Bank Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

ABA Routing Number: \_\_\_\_\_

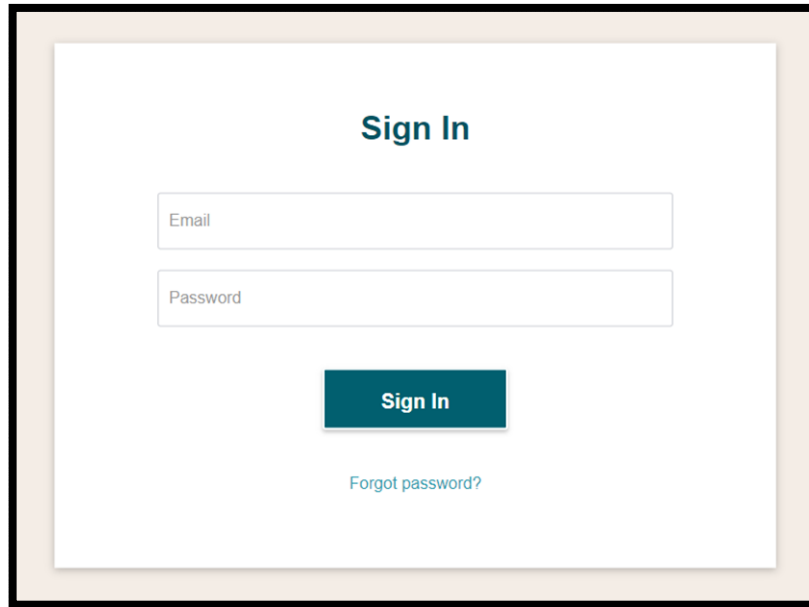
Swift Code: \_\_\_\_\_

**\*\*Continue to next page for instructions on how to update your banking information.\*\***

# Add or Update Banking Information

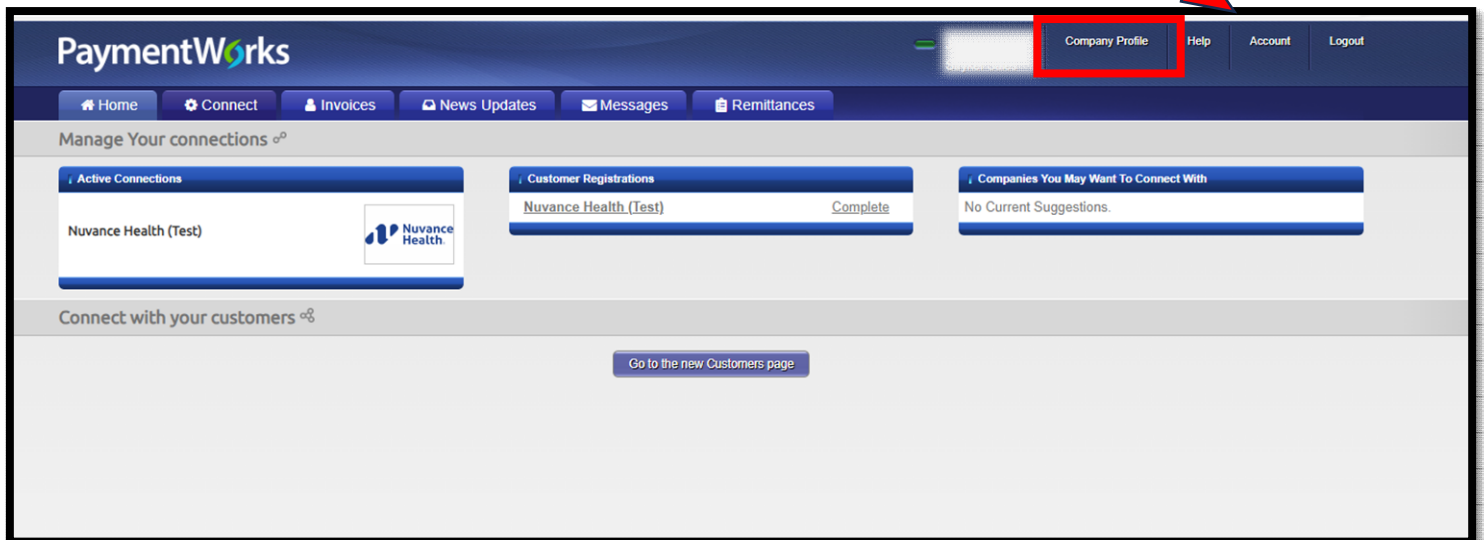
Already on PaymentWorks, but want to update your banking information

1. Log into your PaymentWorks Portal. [Log into PaymentWorks](#)



The screenshot shows a 'Sign In' page with a white background and a dark border. At the top center, the text 'Sign In' is displayed in a dark blue font. Below this, there are two input fields: 'Email' and 'Password', each with a light gray border. A dark teal button with the text 'Sign In' in white is centered below the input fields. At the bottom center, there is a link that says 'Forgot password?' in a smaller, lighter blue font.

2. Click on "Company Profile"

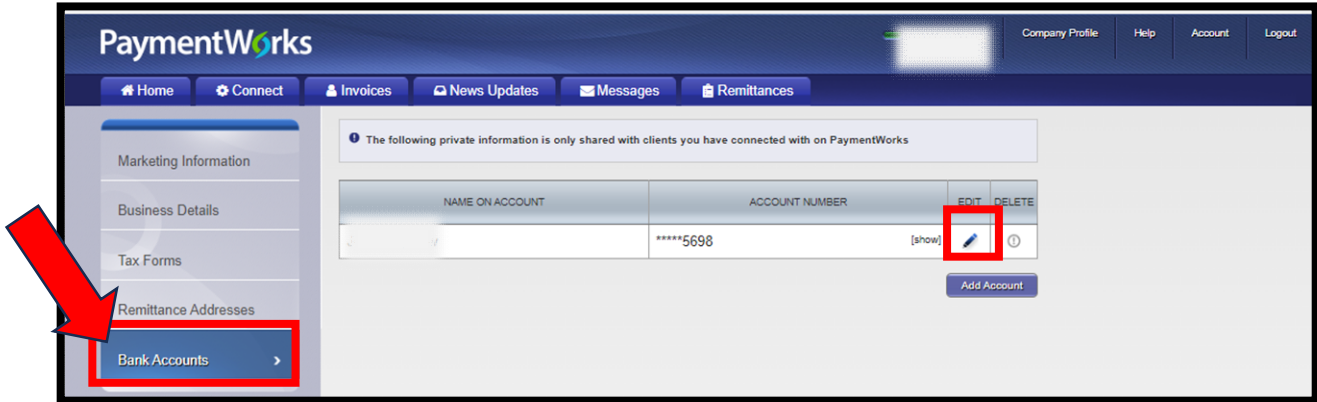


The screenshot shows the PaymentWorks dashboard. The top navigation bar is dark blue with the 'PaymentWorks' logo on the left. On the right side of the navigation bar, there are several menu items: 'Company Profile', 'Help', 'Account', and 'Logout'. The 'Company Profile' item is highlighted with a red rectangular box, and a red arrow points to it from the right. Below the navigation bar, there is a secondary navigation bar with icons for 'Home', 'Connect', 'Invoices', 'News Updates', 'Messages', and 'Remittances'. The main content area is titled 'Manage Your connections' and contains three panels: 'Active Connections' (showing 'Nuvance Health (Test)'), 'Customer Registrations' (showing 'Nuvance Health (Test)' with a 'Complete' button), and 'Companies You May Want To Connect With' (showing 'No Current Suggestions'). At the bottom of the dashboard, there is a button that says 'Go to the new Customers page'.

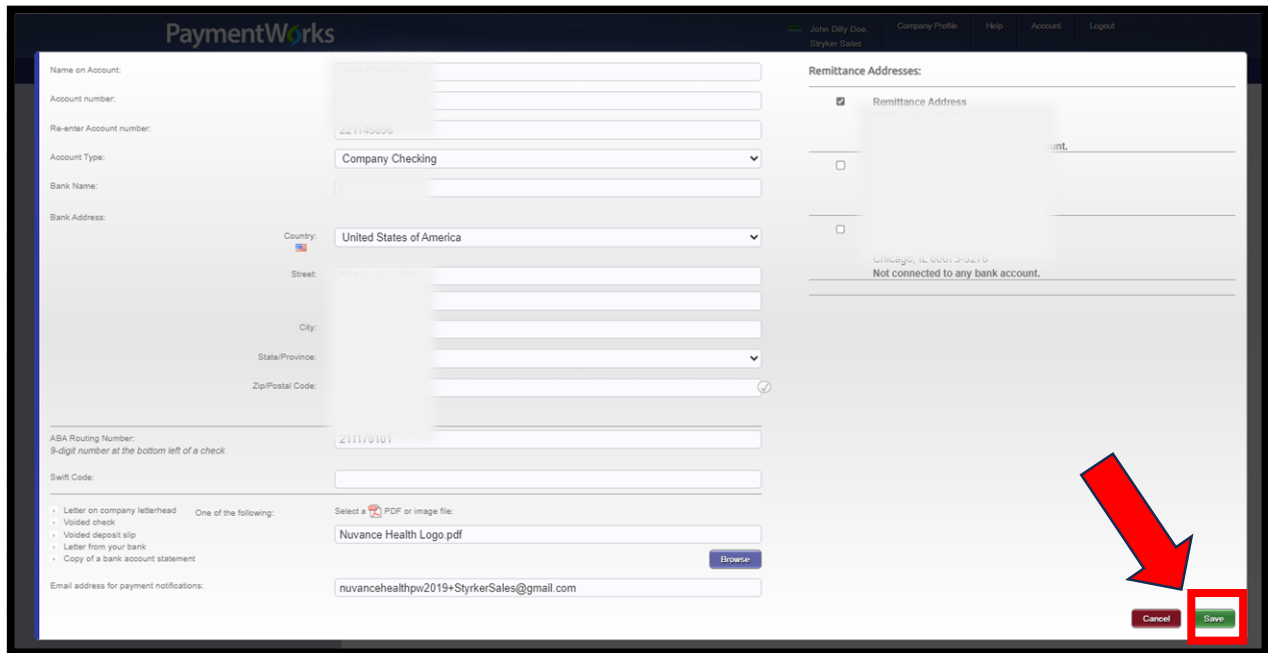


# Add or Update Banking Information

3. Click on “Bank Accounts” and the pencil to edit/change your banking information.



4. Make your changes as need and then click “Save”



# Add or Update Banking Information