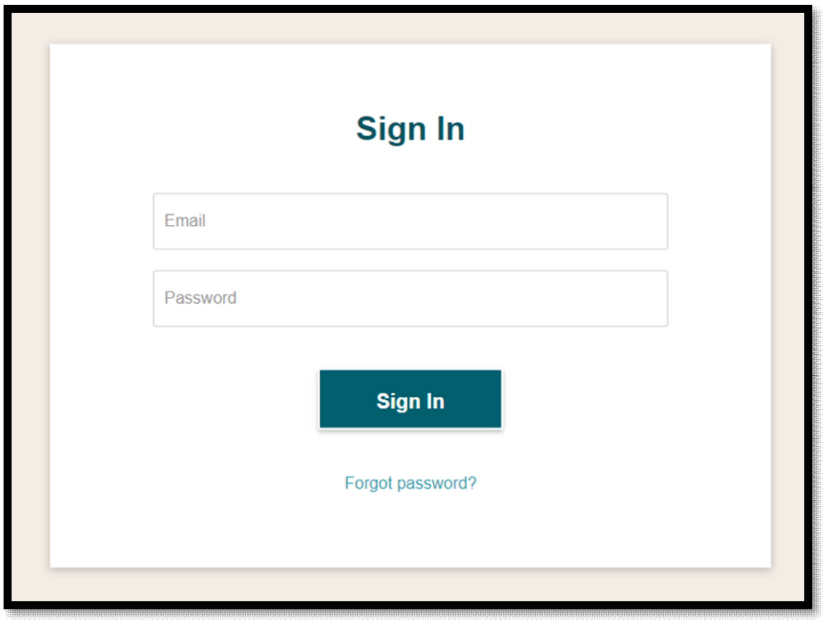
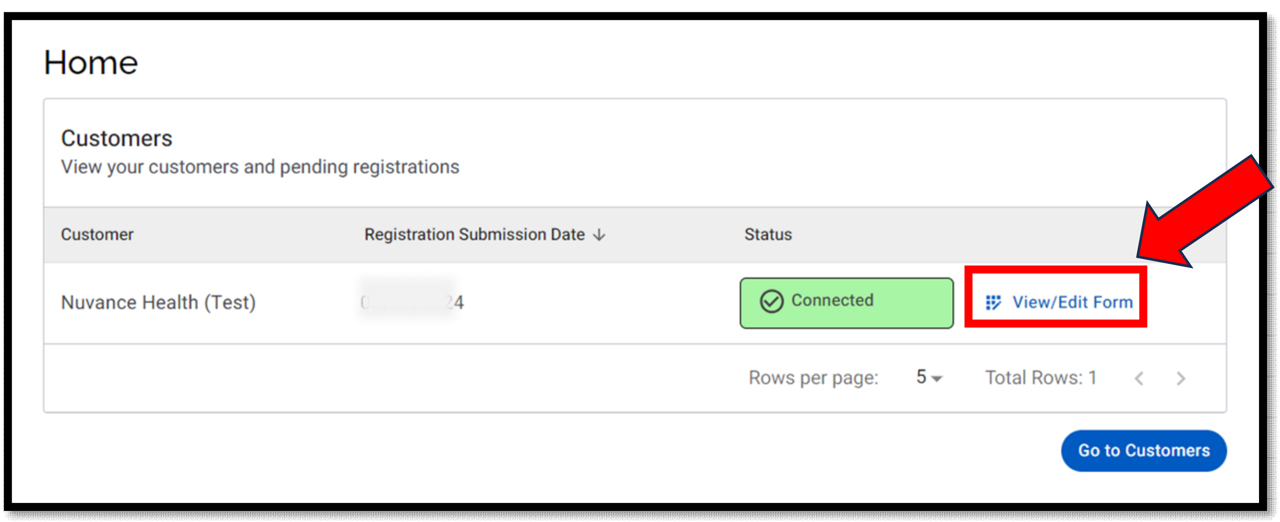
Add or Update Banking Information

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

1. Log into your PaymentWorks Portal. [Log into PaymentWorks]

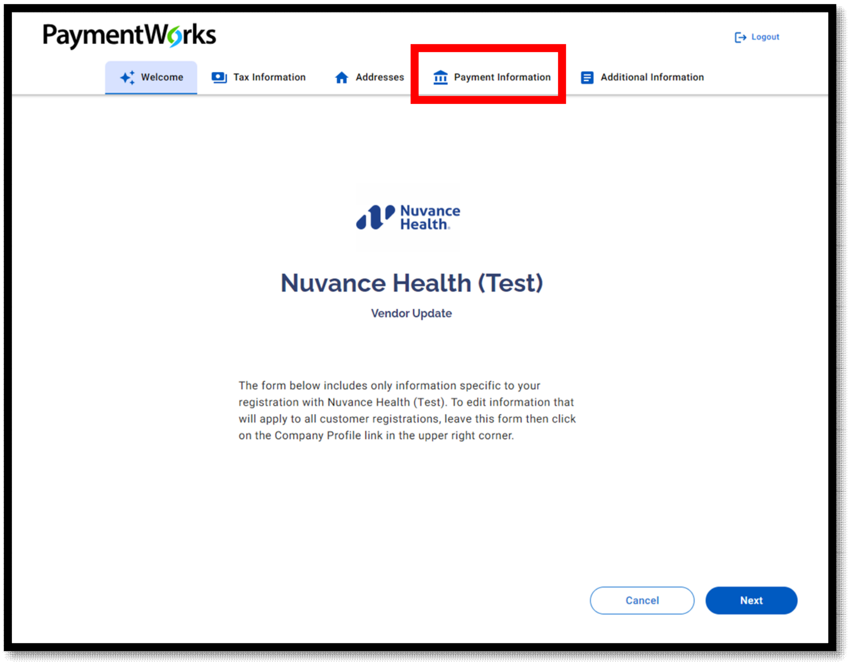


2. Click on “View/Edit Form”

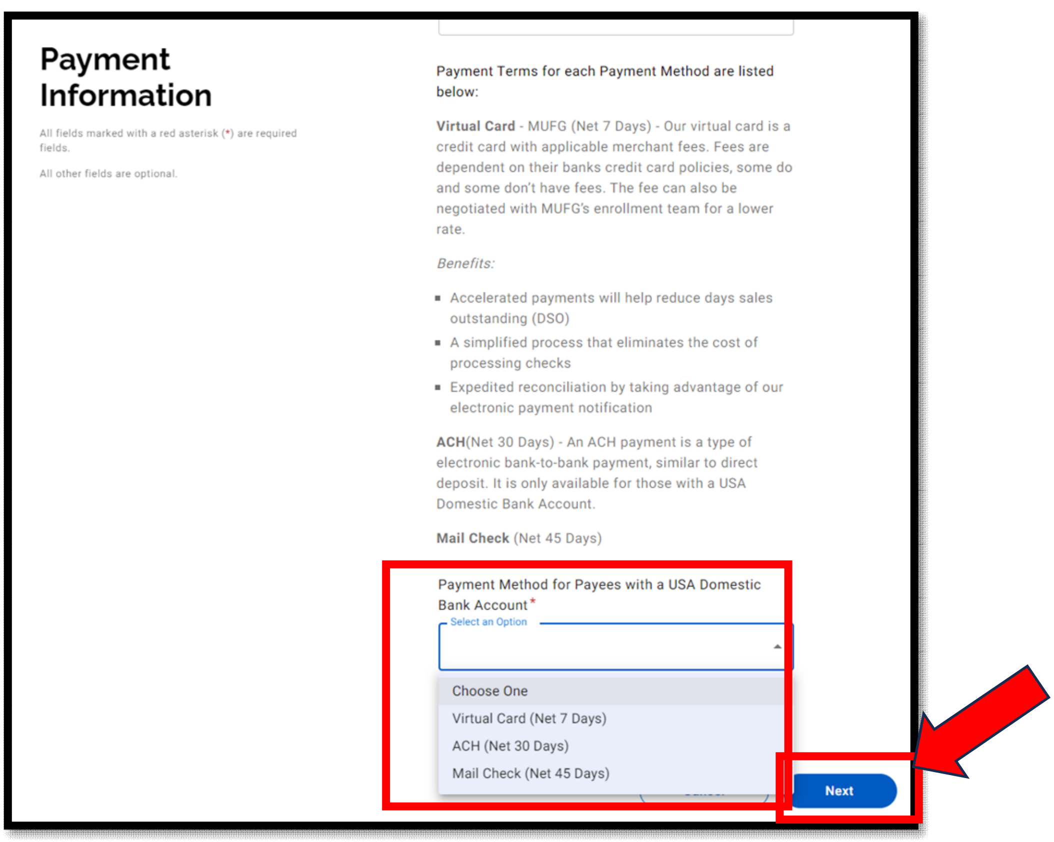


Add or Update Banking Information

3. Click “Payment Information”

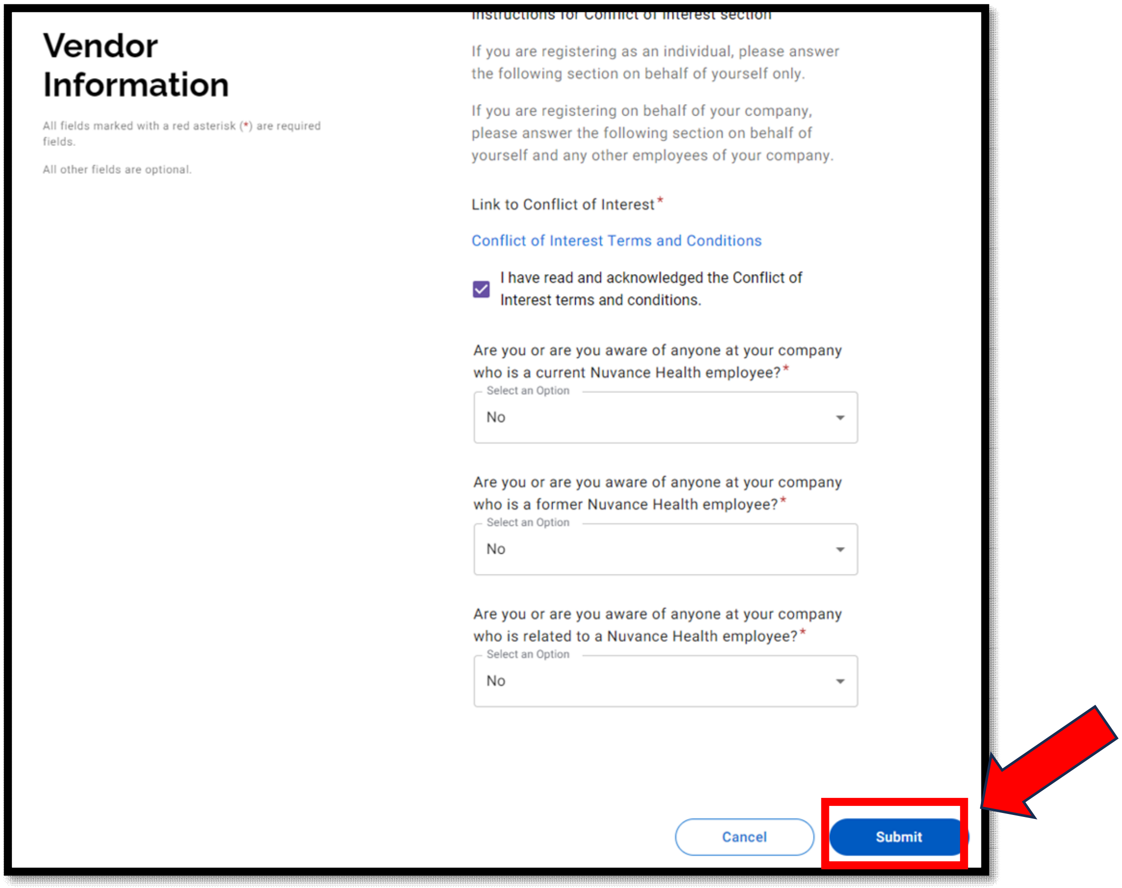


4. Choose “ACH” and click “Next.”

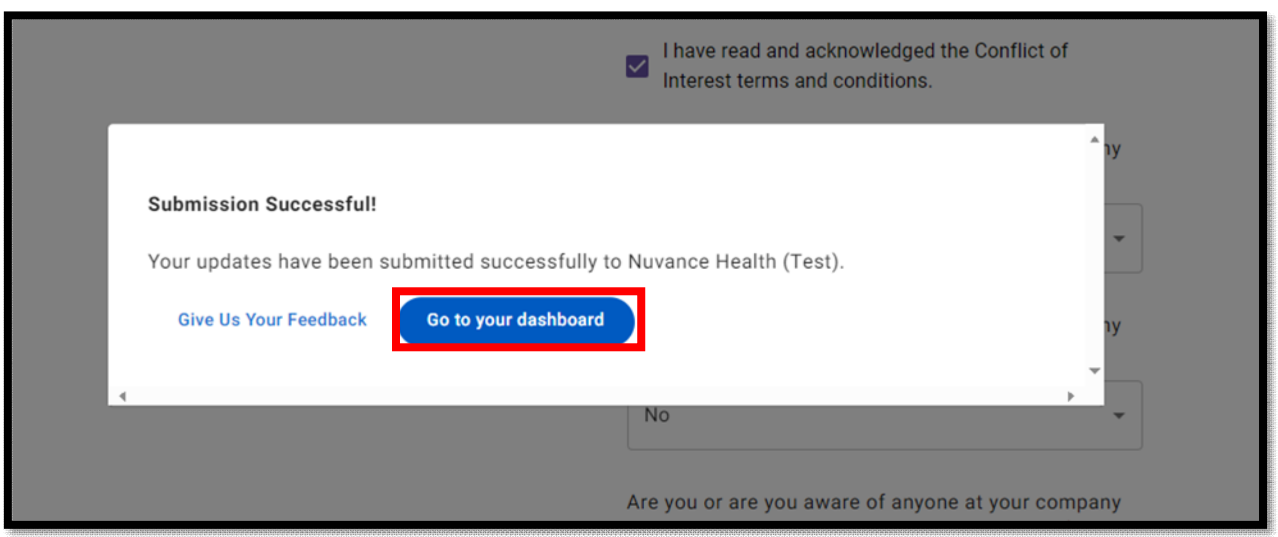


Add or Update Banking Information

5. Scroll down and click “Submit.”

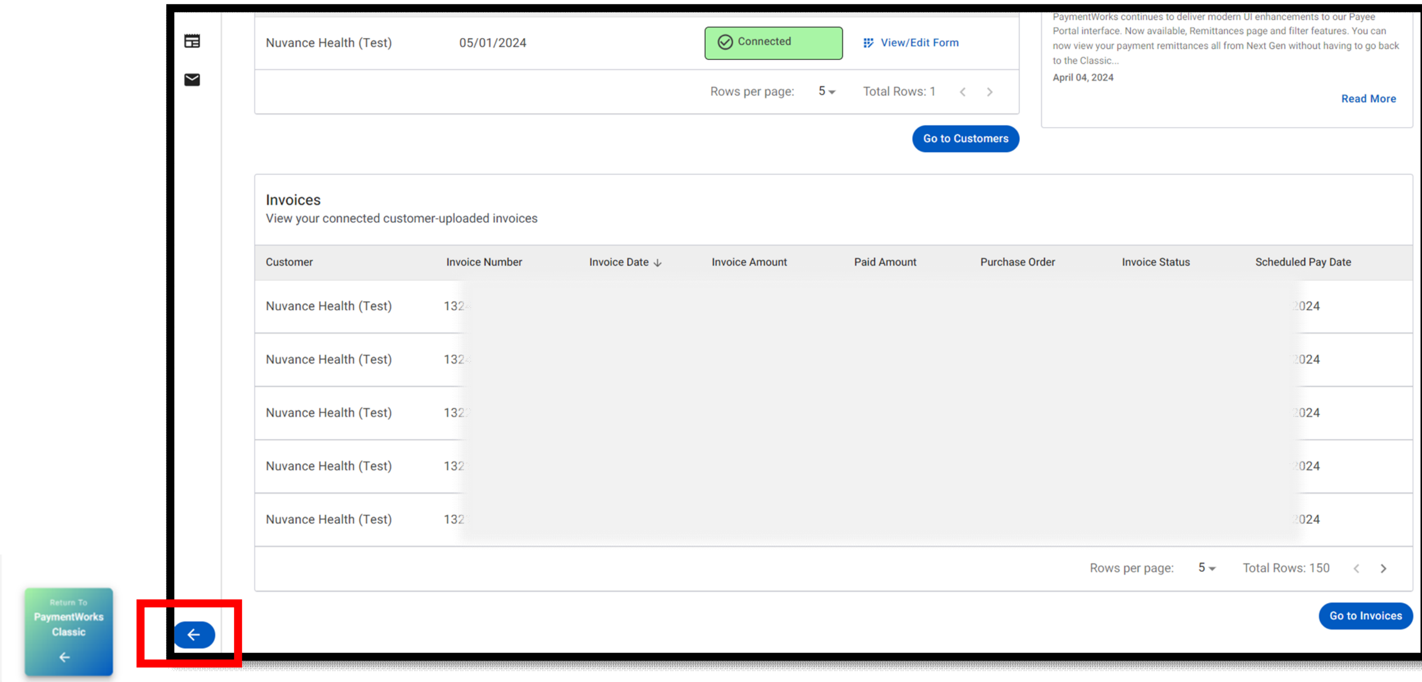


6. Click “Go to your dashboard.”

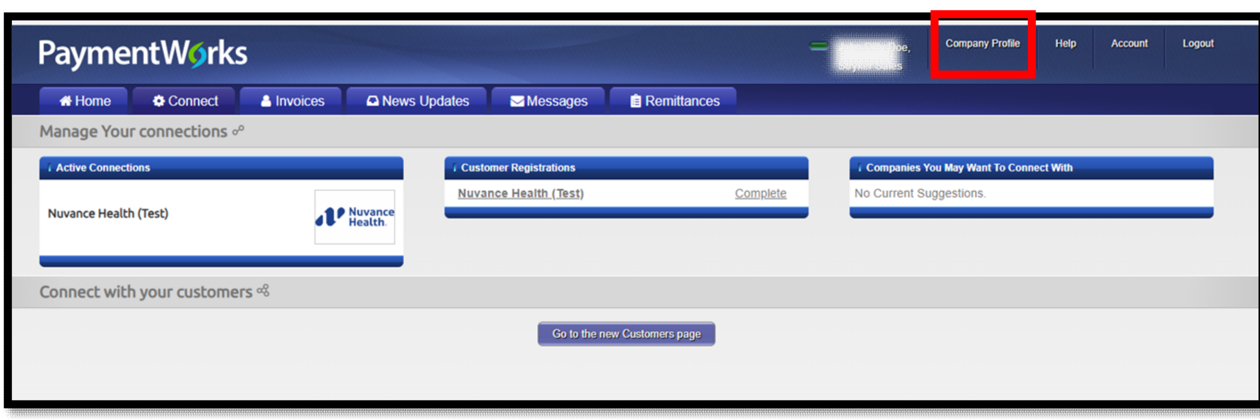


Add or Update Banking Information

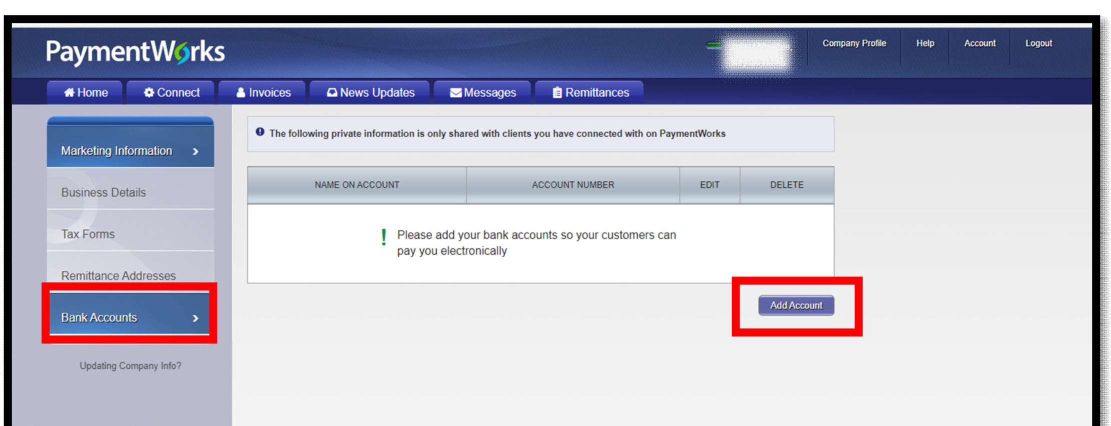
7. Click on the “Arrow” which will prompt you to “Return to PaymentWorks Classic.”



8. Click on “Company Profile”

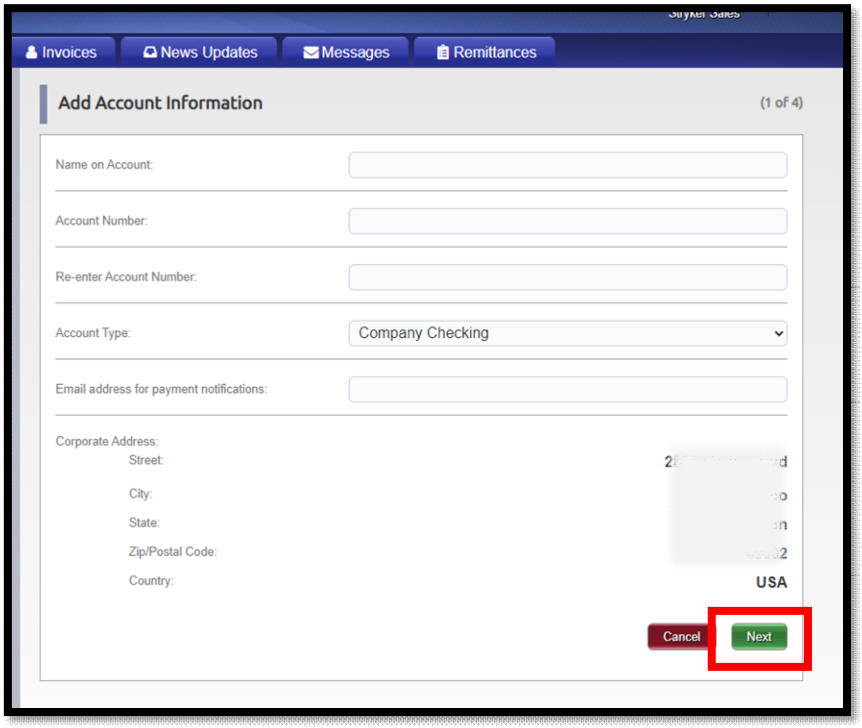


9. Click on “Bank Accounts” and then “Add Account”

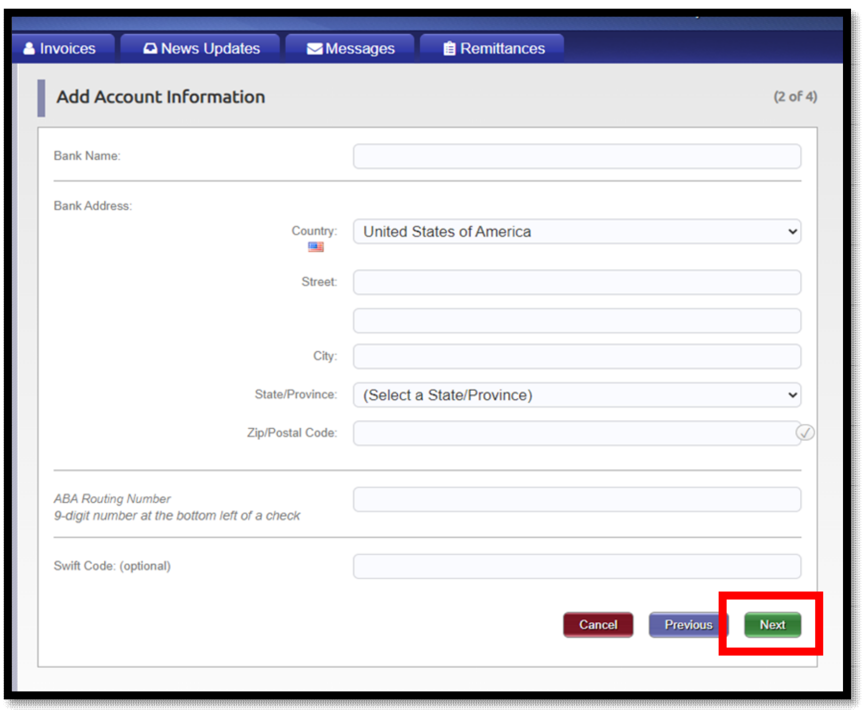


Add or Update Banking Information

10. Complete the information below and click "Next"

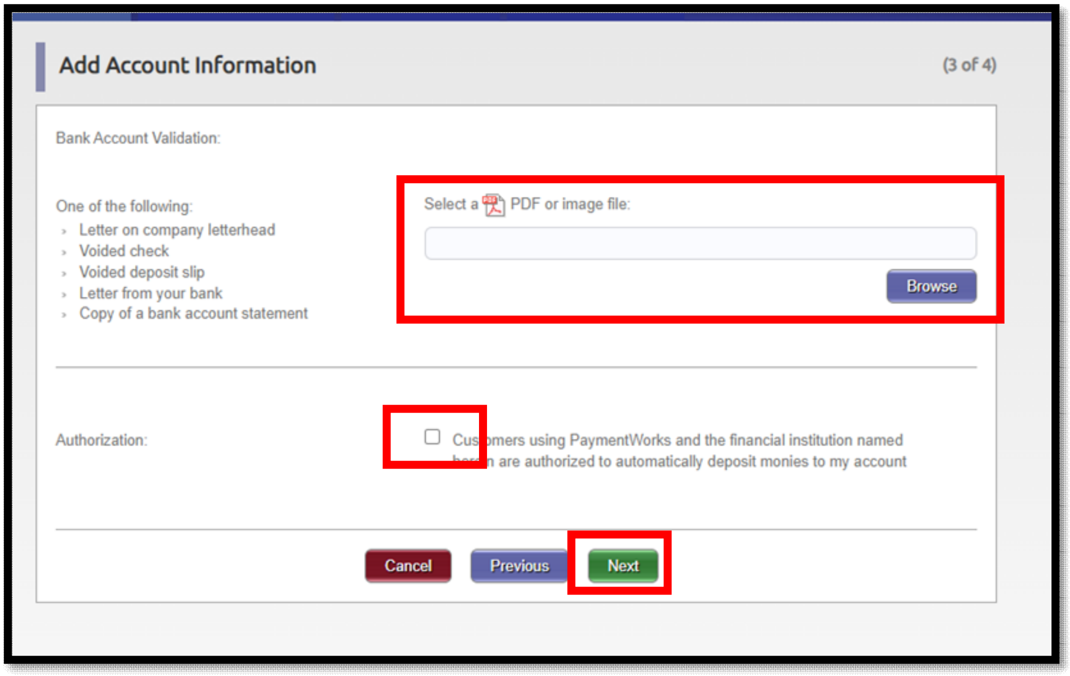


11. Complete the information below and click "Next"

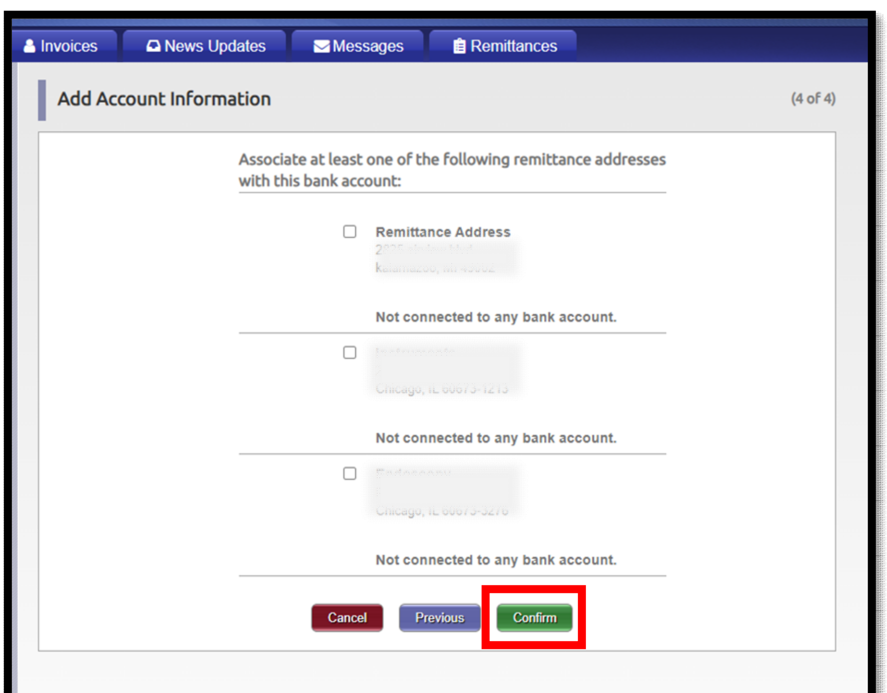


Add or Update Banking Information

12. Complete the information and click “Next”

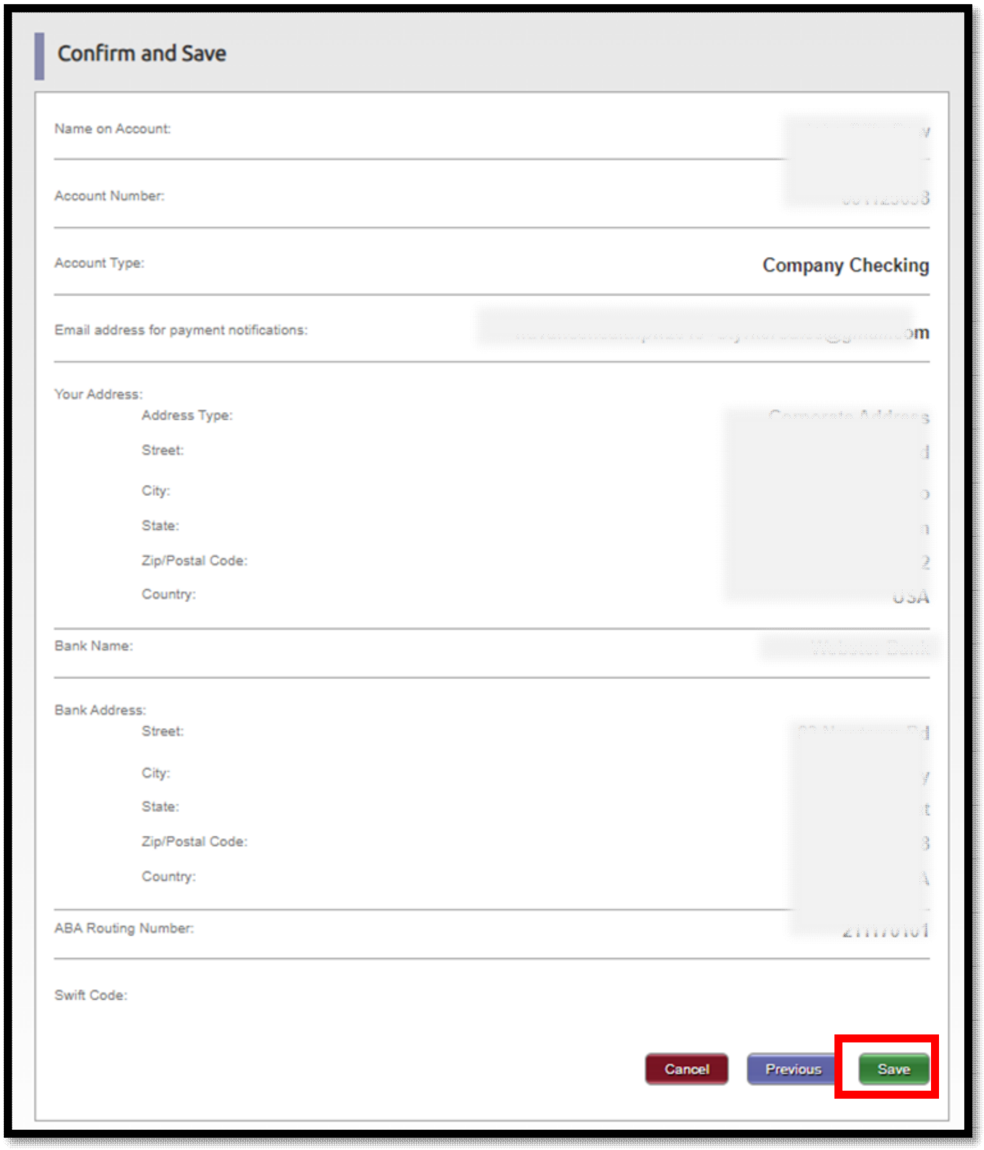


13. Click the Remittance Address associated with your banking information and Click “Confirm.”
    a. **You may only have 1 option to choose.



Add or Update Banking Information

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

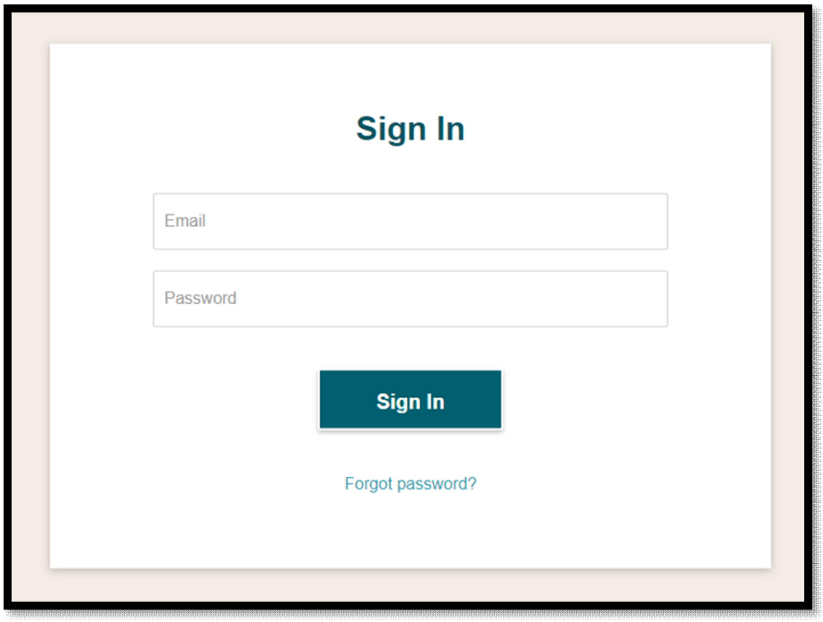


Continue to next page for instructions on how to update your banking information.

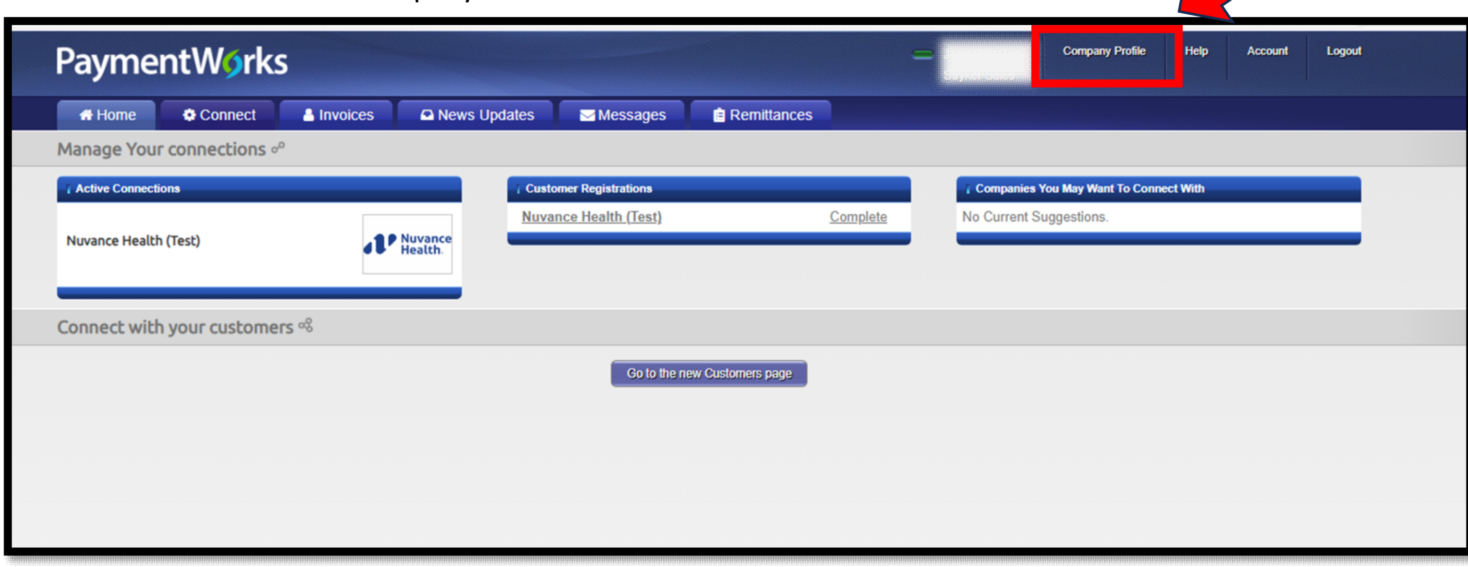
Add or Update Banking Information

Already on PaymentWorks, but want to update your banking information

1. Log into your PaymentWorks Portal. [Log into PaymentWorks]

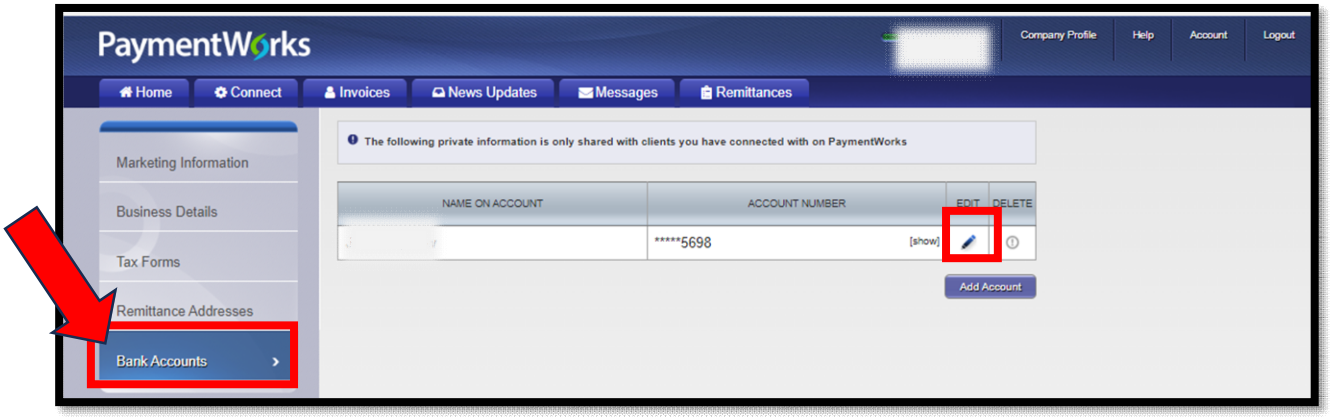


2. Click on “Company Profile”

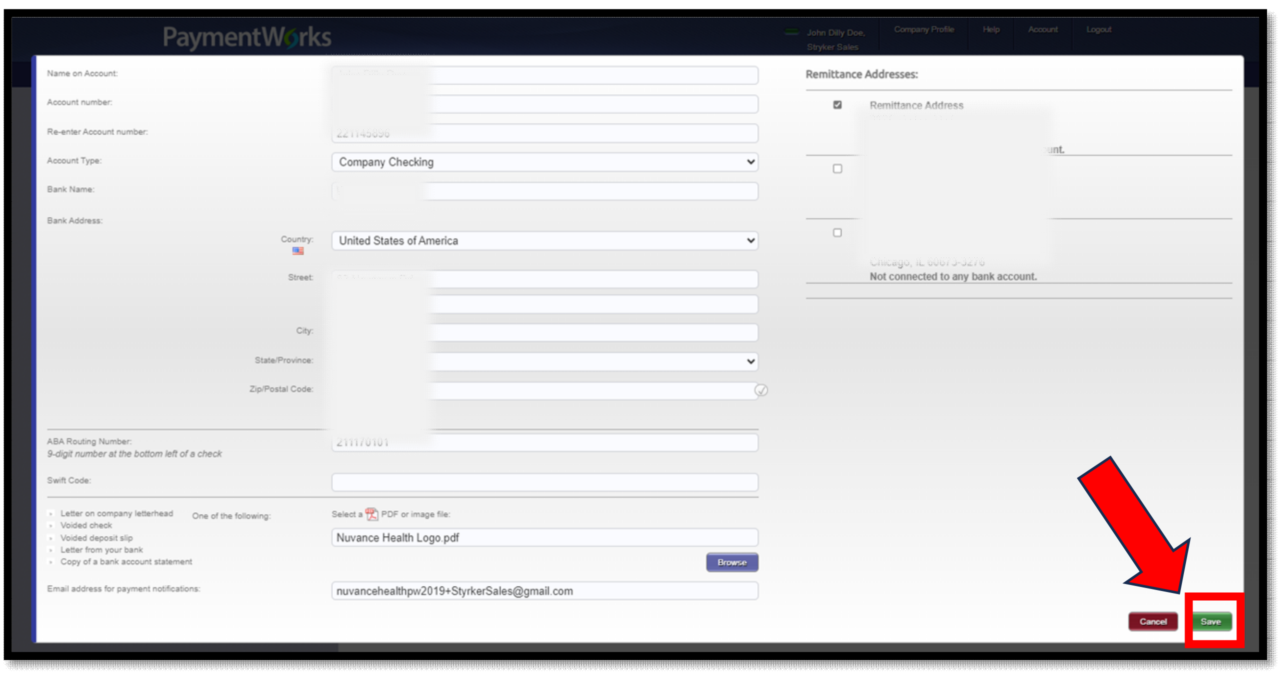


Add or Update Banking Information

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



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



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