If I need to change the remittance name, legal name or DBA name, how do I make a change to my information?

1. Log Into PaymentWorks at https://www.paymentworks.com/accounts/login/

2. Click the "Connect" tab
3. Please change “Remittance Address Pay to Name”: Enter your correct legal name same as W9 form

I. Click Company Profile on top right corner once logged into PaymentWorks,

II. Click Remittance Address on left panel
III. Click blue edit pencil

IV. Change Pay to name: Enter your correct legal name same as W-9 form
4. To get back to the registration you will need to go to connect tab, then click UH registration, then proceed to next step.

5. Please only include “Legal Name” same way as you report taxes to the IRS

6. Please only include your business DBA name; if you don’t have a DBA name, please enter the legal name again