How to fill out legal name when I have a middle name and how to fill out the DBA name?

Part 1: How to fill out legal name when I have a middle name?

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

2. Click the "Connect" tab

3. Click on the text that reads University of Houston System
4. You will be taken into the form. Please go to tax information section. And then fill out the legal first name and middle name under the legal first name field. Please see the screenshot below:

Part 2: How to fill out the DBA name? (Note especially for the business vendor)

1. Log Into PaymentWorks at https://www.paymentworks.com/accounts/login/
2. Click the "Connect" tab

3. Click on the text that reads University of Houston System

4. You will be taken into the form. Please go to personal information section. And then fill out a DBA (doing business as) only under the personal information field. If you don't have the DBA, Please leave it as blank. If you cannot leave it as blank, please fill out the legal name again that should be match the name you filled out under the tax information section. Please see the screenshot below: