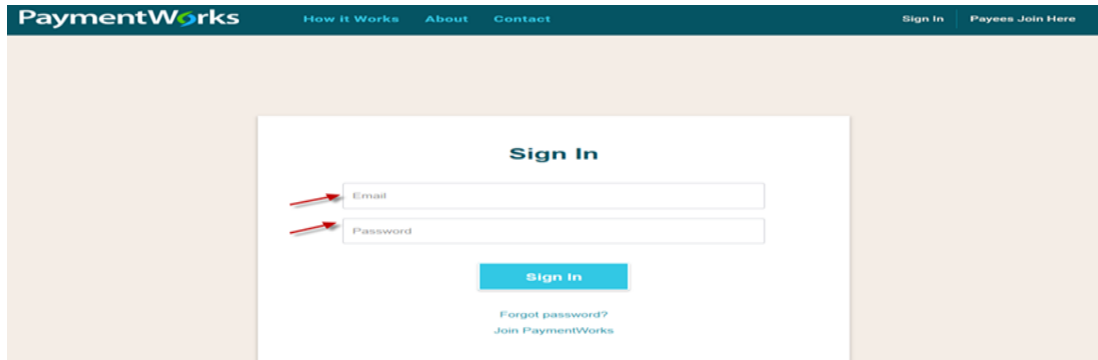
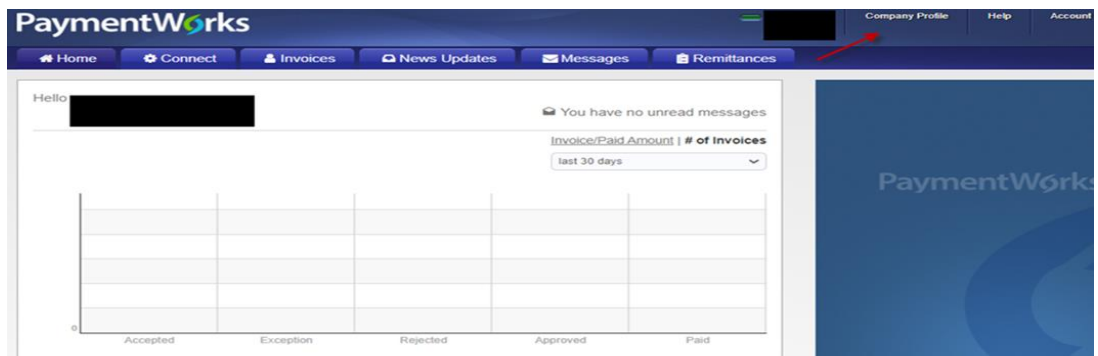


If I want to change or update a new remittance address associating with the bank information, how do I make a change or update my information?

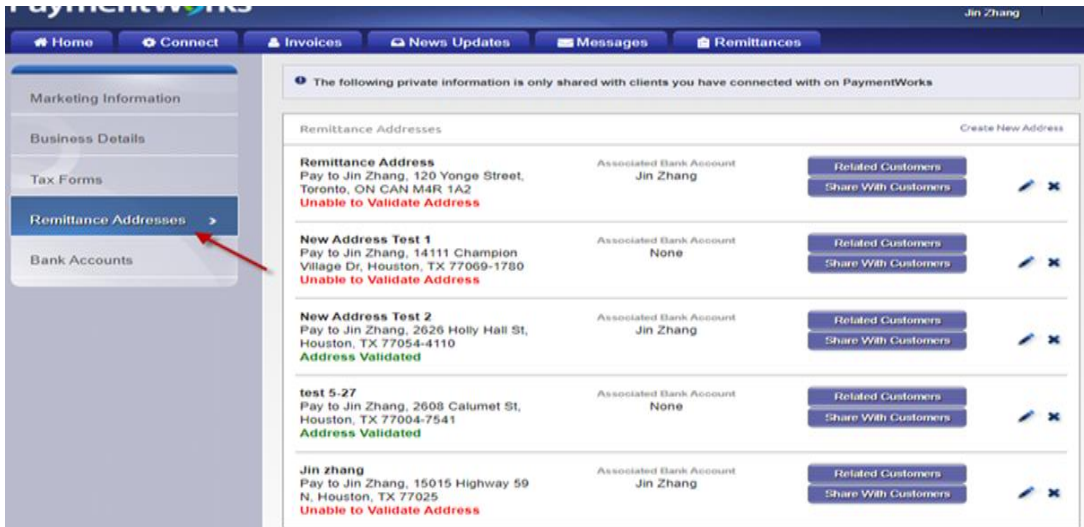
1. Log into PaymentWorks at <https://www.paymentworks.com/accounts/login/>



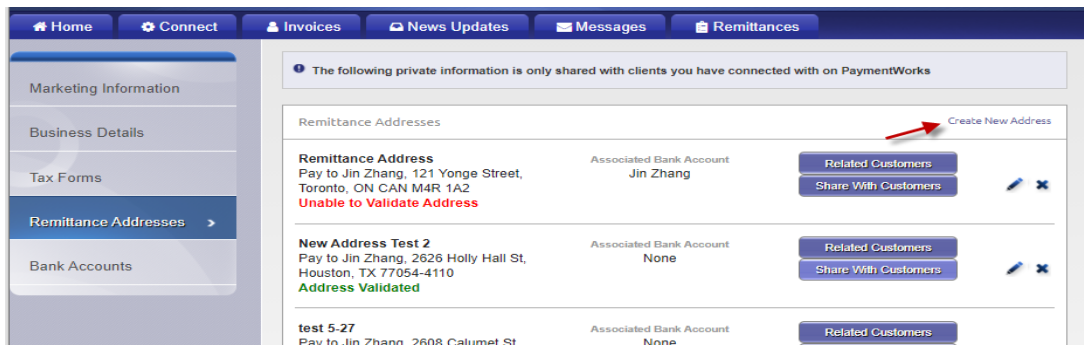
2. Click "Company Profile" in the top right corner



3. Click "Remittance Addresses" on the left menu bar



4. Click "Create new address"



5. Follow the prompts

Nickname:

Country:

Pay-To

Street:


City:

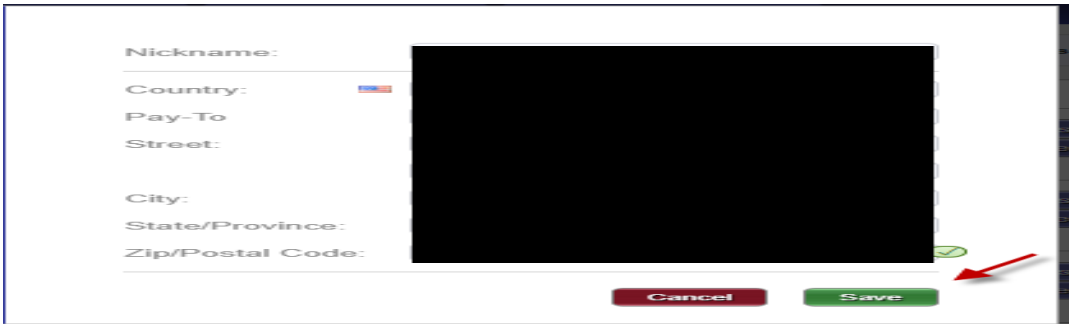
State/Province:

Zip/Postal Code:

Cancel Save

6. Click "Save"

Nickname:
Country: 
Pay-To
Street:
City:
State/Province:
Zip/Postal Code:



7. Check "University of Houston System"

Notify Customers of this Address X

Pay to: Jin Zhang
4505 S Maryland Pkwy
Las Vegas, NV, 89154-9900

Customers:
 University of Houston System (Test)

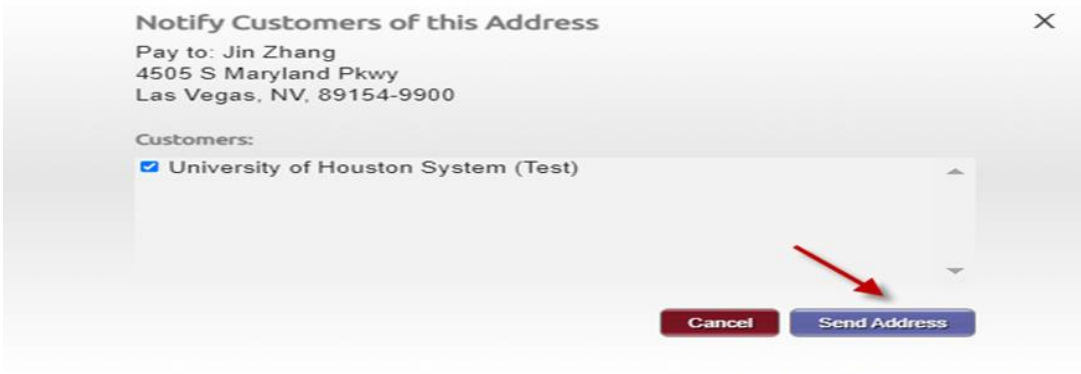


8. Click "Send Address"

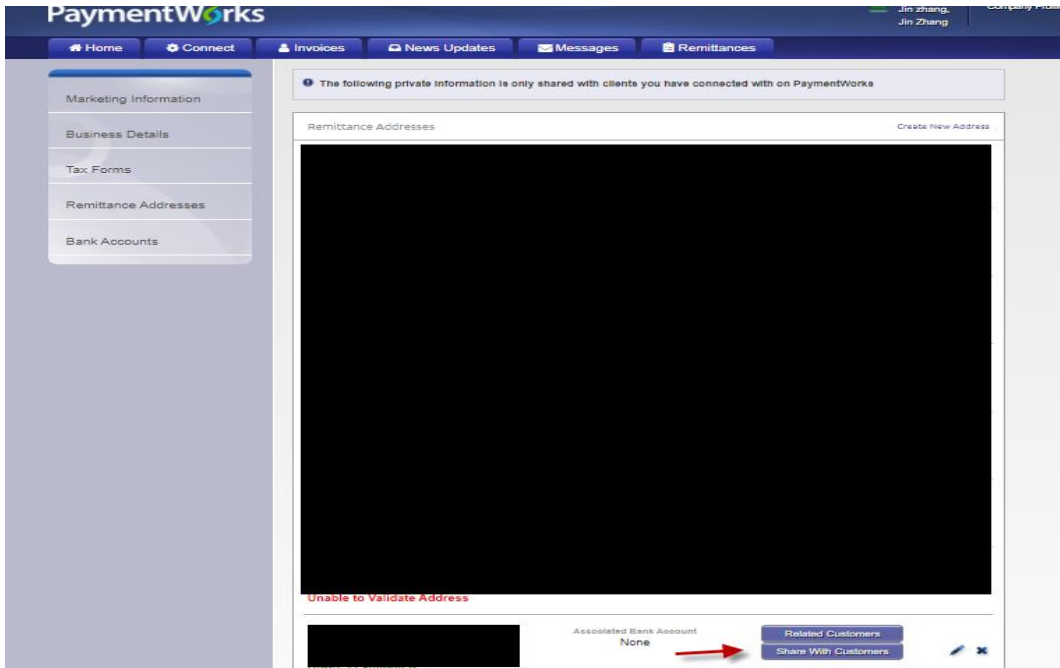
Notify Customers of this Address X

Pay to: Jin Zhang
4505 S Maryland Pkwy
Las Vegas, NV, 89154-9900

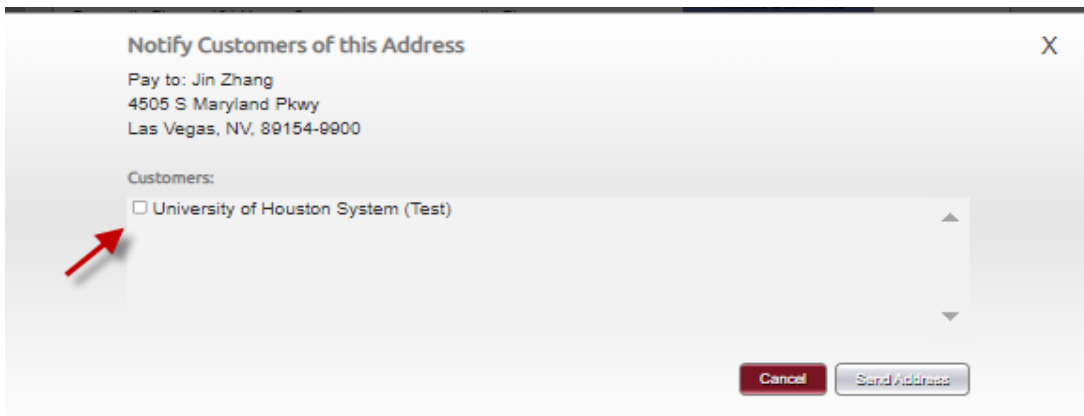
Customers:
 University of Houston System (Test)



9. Click "Share with Customer"



10. Click "University of Houston System"



11. Click "Send Address"



12. When we approved and connect the vendor at the end of day, we will send you a notification email on the next day.`
13. Once you receive approved notification email.
14. Please login to back to PaymentWorks at <https://www.paymentworks.com/accounts/login/>
15. Click "Company Profile" in the top right corner of the page
16. Click "Bank Accounts" on the left side of the page
17. Click the pencil/edit button to modify the bank account
18. Under "Associated Remittance Addresses," make sure that the relevant remittance address(es) have been checked off
19. Click "Save" at the bottom of the page”