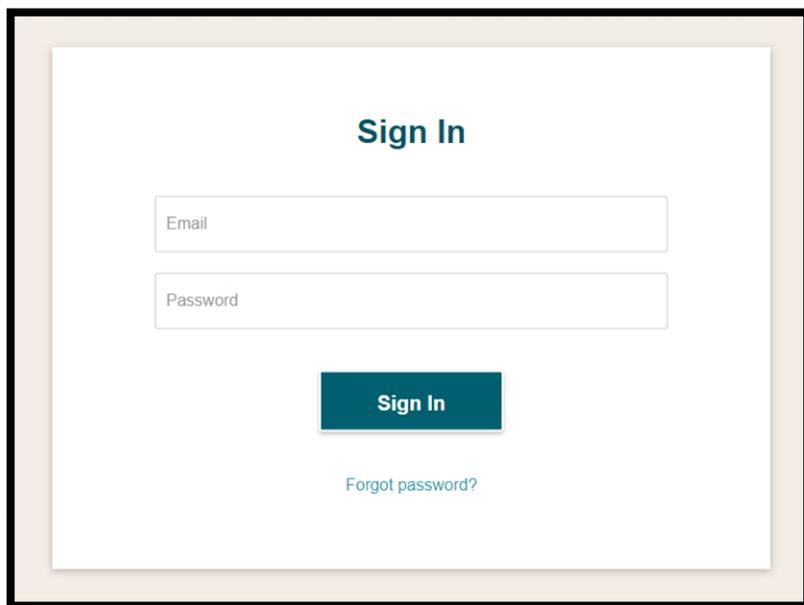


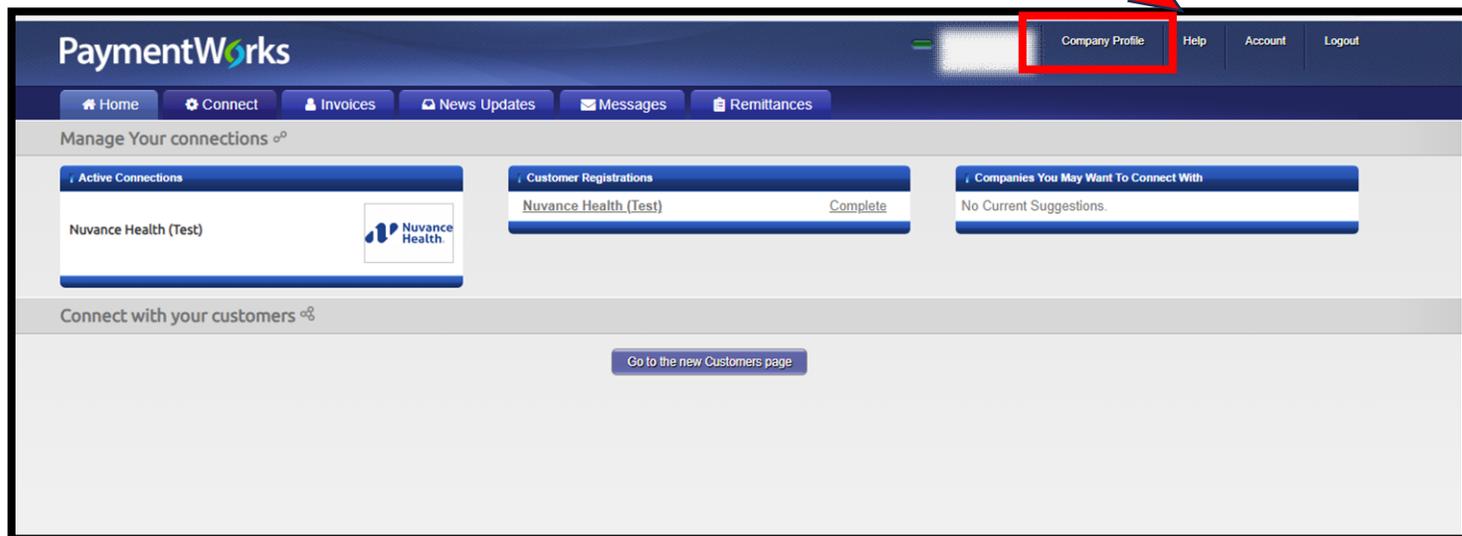
I recently changed my name / business name. How do I change this in PaymentWorks?

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



The screenshot shows the 'Sign In' page of the PaymentWorks portal. It features a white background with a dark blue header. The main content area contains two input fields: 'Email' and 'Password'. Below these fields is a dark blue 'Sign In' button. At the bottom of the form, there is a link for 'Forgot password?'.

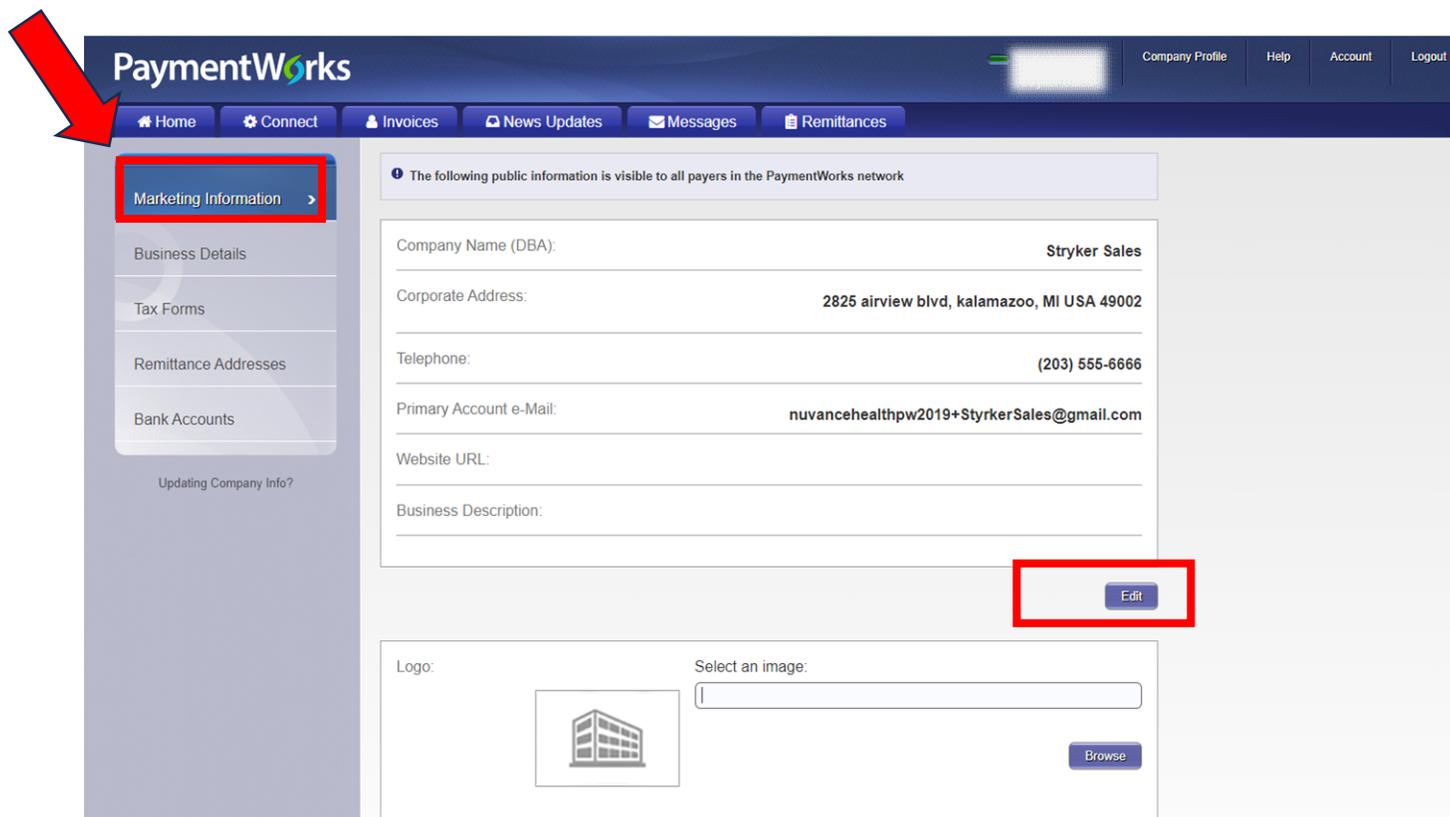
2. Click on "Company Profile"



The screenshot shows the PaymentWorks dashboard. The top navigation bar is dark blue and contains the 'PaymentWorks' logo on the left and a user profile icon on the right. The user profile icon is highlighted with a red box, and a red arrow points to it from the right. Below the navigation bar, there are several menu items: 'Home', 'Connect', 'Invoices', 'News Updates', 'Messages', and 'Remittances'. The main content area is titled 'Manage Your connections' and contains three sections: '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, there is a section titled 'Connect with your customers' with a button that says 'Go to the new Customers page'.

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3. Click on “Marketing Information” and Edit to update your Company Name (DBA) and/or Corporate Address.
 - a. You can only change your name if your tax ID is the same.
 - b. If you have a **NEW** tax ID, please reach out to our Vendor Integrity Team at vendor.maintenance@nuvancehealth.org and we will send you a new invitation.



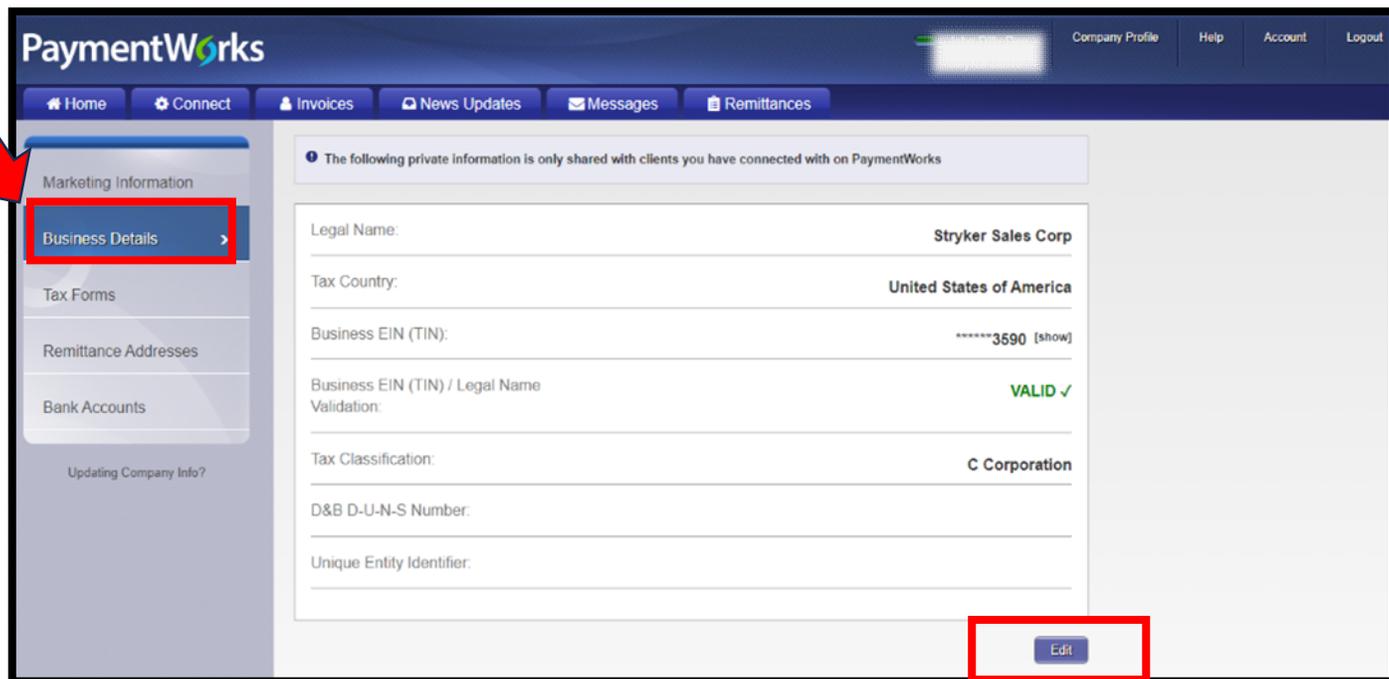
The screenshot displays the PaymentWorks web application interface. A red arrow points to the 'Marketing Information' menu item in the left sidebar. The main content area shows a form for updating company information. The form fields are as follows:

Field	Value
Company Name (DBA):	Stryker Sales
Corporate Address:	2825 airview blvd, kalamazoo, MI USA 49002
Telephone:	(203) 555-6666
Primary Account e-Mail:	nuvancehealthpw2019+StrykerSales@gmail.com
Website URL:	
Business Description:	

An 'Edit' button is located at the bottom right of the form, highlighted with a red box. Below the form, there is a 'Logo' section with a placeholder image and a 'Select an image:' field with a 'Browse' button.

I recently changed my name / business name. How do I change this in PaymentWorks?

4. Click “Business Details” and Edit to update your Legal Name.
 - a. You can only change your name if your **tax ID is the same**.
 - b. If you have a **NEW** tax ID, please reach out to our Vendor Integrity Team at vendor.maintenance@nuvancehealth.org and we will send you a new invitation



The screenshot displays the PaymentWorks dashboard. The top navigation bar includes the PaymentWorks logo, a user profile icon, and links for Company Profile, Help, Account, and Logout. Below this is a secondary navigation bar with Home, Connect, Invoices, News Updates, Messages, and Remittances. The left sidebar contains a menu with Marketing Information, Business Details (highlighted with a red box and a red arrow), Tax Forms, Remittance Addresses, and Bank Accounts. The main content area shows a form for updating business information. A notice at the top states: "The following private information is only shared with clients you have connected with on PaymentWorks". The form fields are as follows:

Legal Name:	Stryker Sales Corp
Tax Country:	United States of America
Business EIN (TIN):	*****3590 [show]
Business EIN (TIN) / Legal Name Validation:	VALID ✓
Tax Classification:	C Corporation
D&B D-U-N-S Number:	
Unique Entity Identifier:	

An "Edit" button is located at the bottom right of the form, highlighted with a red box.