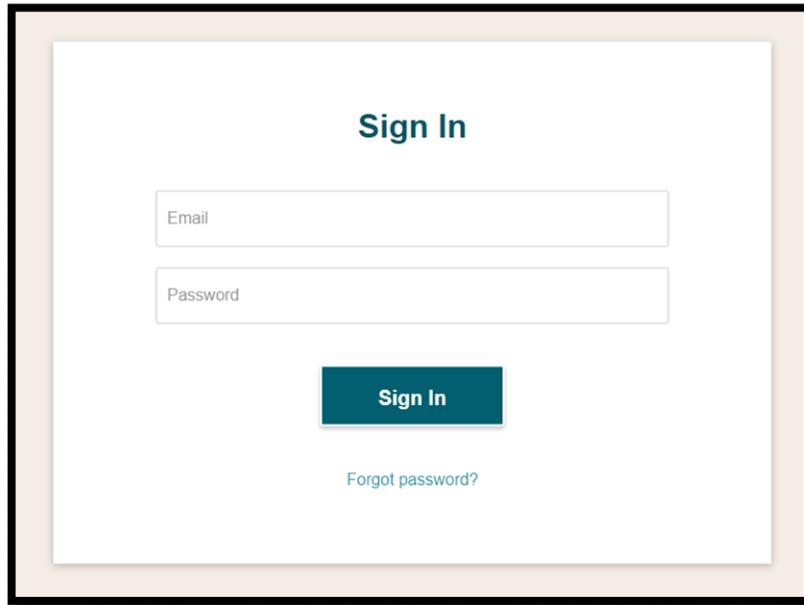


I want to update address. Where do I go?

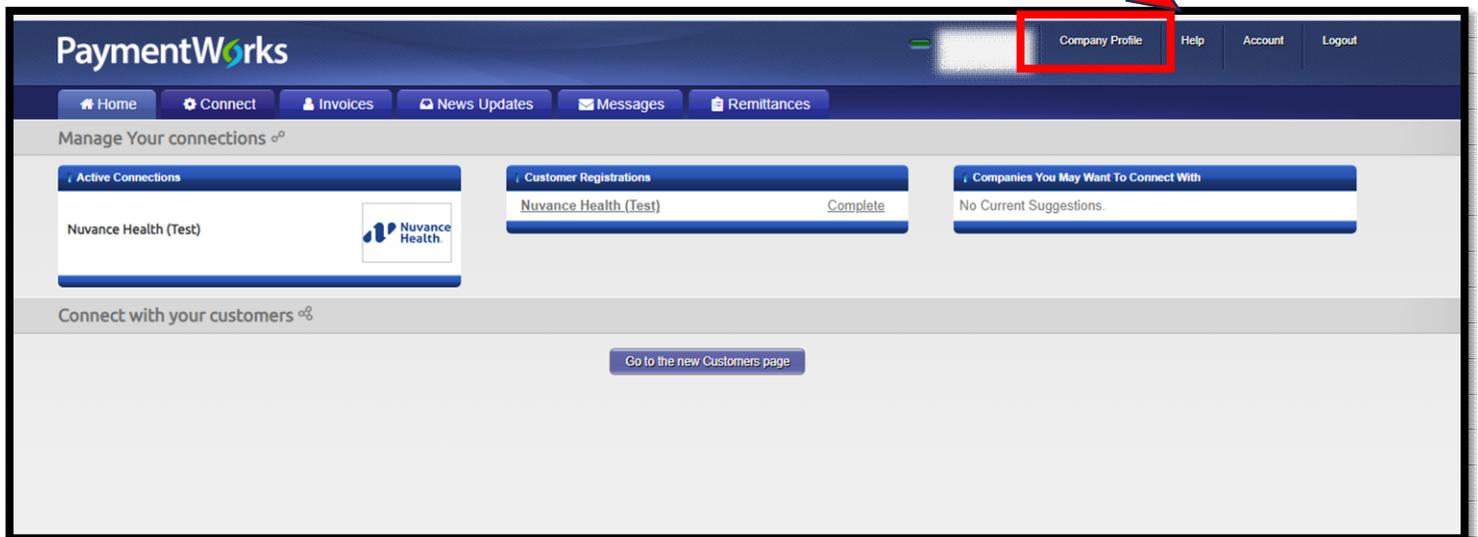
Update Remittance /Mailing Address *(where your physical checks are sent)*

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



The screenshot shows a 'Sign In' page with a white background and a dark blue border. At the top center, the text 'Sign In' is displayed in a dark blue font. Below this, there are two input fields: 'Email' and 'Password', both with light gray borders. Underneath the 'Password' field is a dark teal button with the text 'Sign In' in white. At the bottom center, there is a link that says 'Forgot password?' in a light blue font.

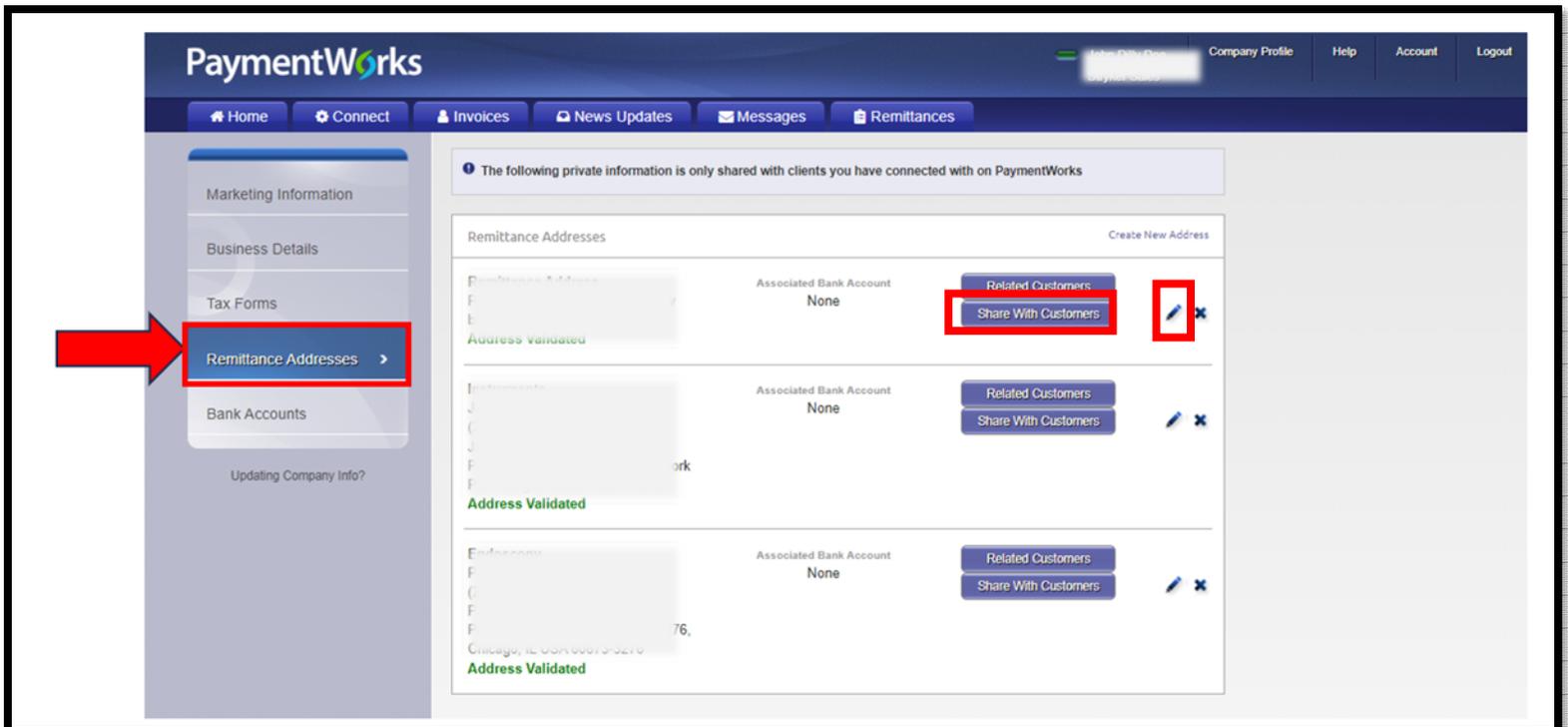
2. Click on "Company Profile"



The screenshot shows the PaymentWorks dashboard. At the top left is the 'PaymentWorks' logo. To the right of the logo is a search bar and a navigation menu with 'Company Profile', 'Help', 'Account', and 'Logout'. The 'Company Profile' link is highlighted with a red box and a red arrow points to it from the right. Below the navigation bar is a secondary menu with 'Home', 'Connect', 'Invoices', 'News Updates', 'Messages', and 'Remittances'. The main content area is titled 'Manage Your connections' and contains three panels: 'Active Connections' showing 'Nuvance Health (Test)', 'Customer Registrations' showing 'Nuvance Health (Test)' with a 'Complete' link, 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'.

I want to update address. Where do I go?

3. Click "Remittance Addresses" on the left menu bar
 - a. Two Options:
 - i. If updating the current address, click "Edit" (pencil icon) and update the address as needed.
 - ii. If you need to provide an additional remittance address to NuVance Health, click "Create New Address." For most customers, you will see a "Share With Customers" screen where you can select the customer(s) who should be provided with the new address. If you do not see the intended customer, please contact PaymentWorks Support for further assistance.

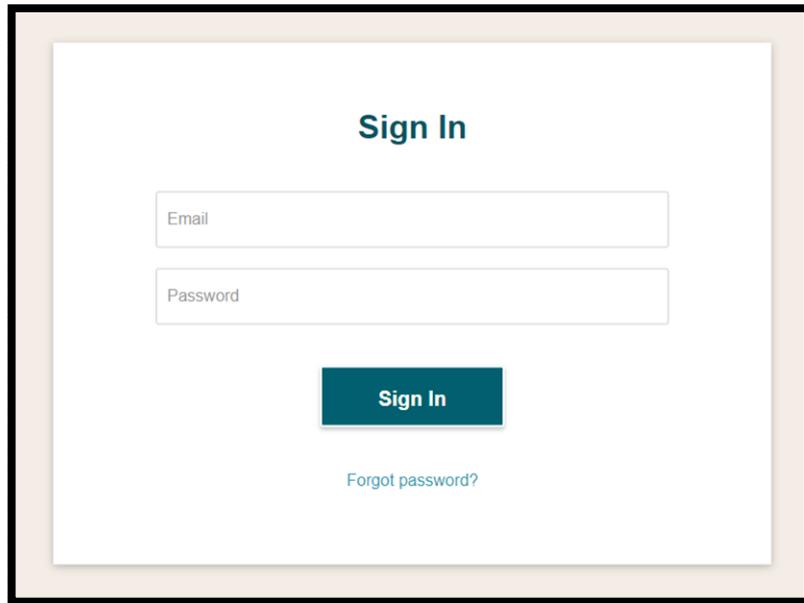


4. Click "Save" to finalize the changes.

I want to update address. Where do I go?

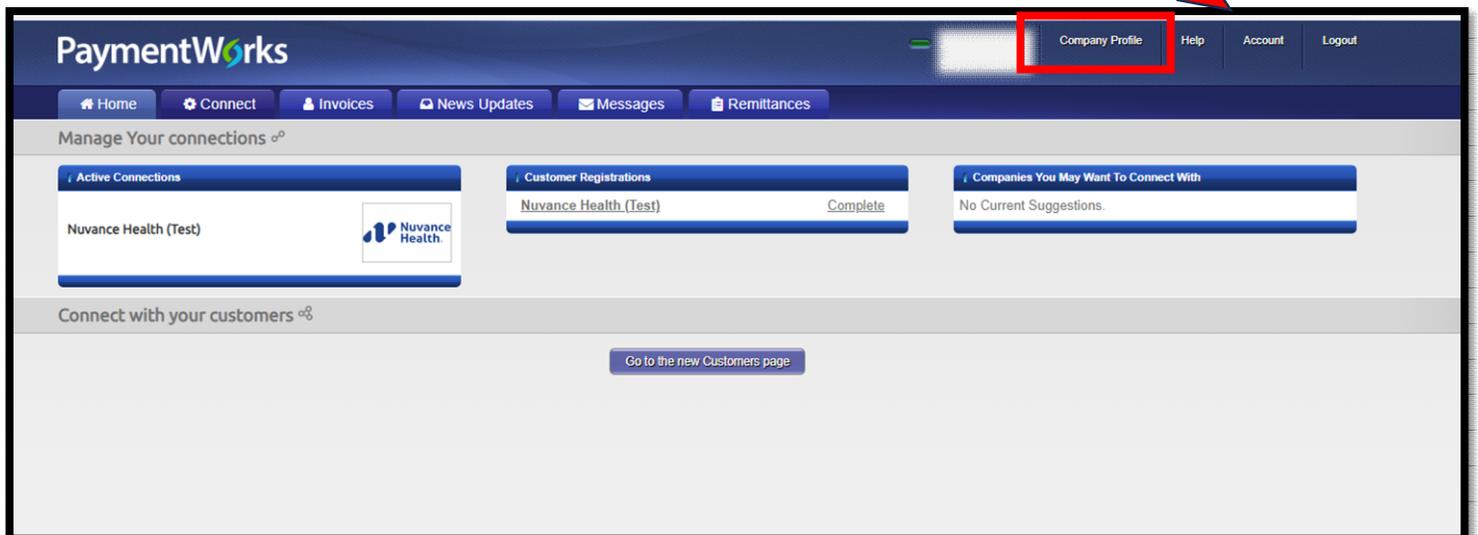
Updating Primary Address/Corporate Address *(Update (where your 1099 or 1042 tax forms are sent))*

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



The screenshot shows a 'Sign In' page with a white background and a dark blue border. At the top center, the text 'Sign In' is displayed in a dark blue font. Below this, there are two input fields: 'Email' and 'Password', both with light gray borders. A dark teal button with the text 'Sign In' in white is centered below the input fields. At the bottom center, there is a link that says 'Forgot password?' in a light blue font.

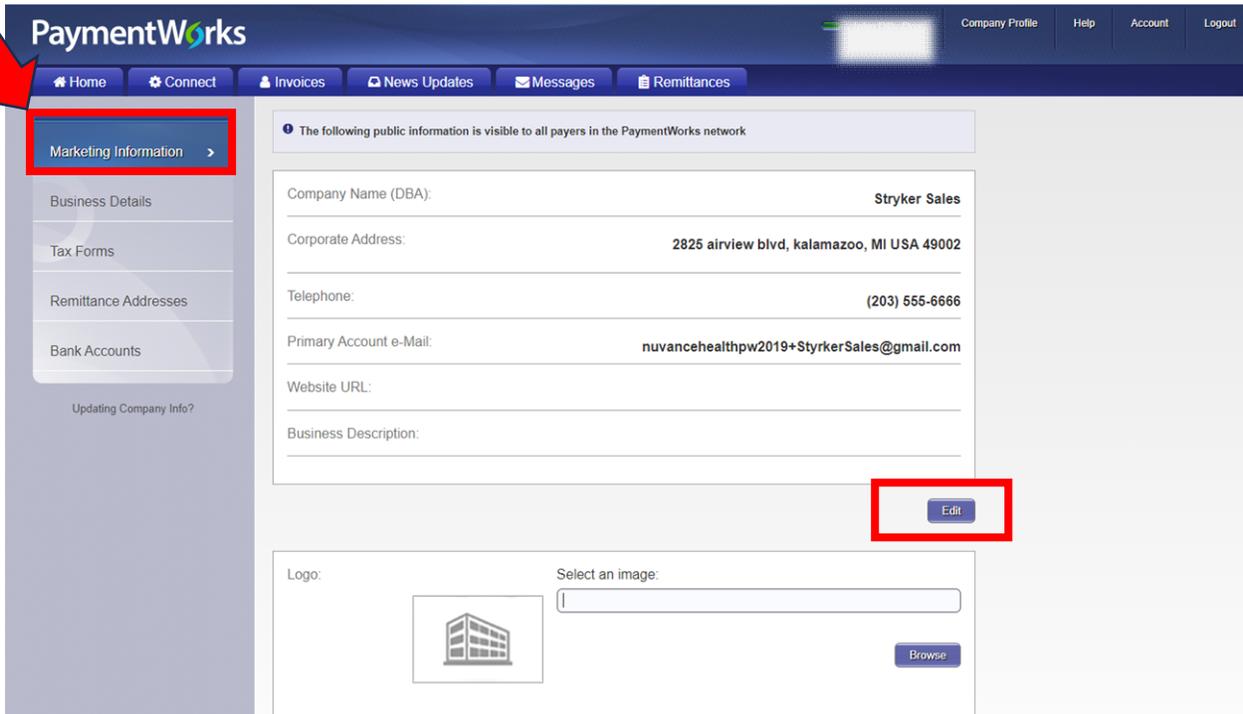
2. Click on "Company Profile"



The screenshot shows the PaymentWorks dashboard. The top navigation bar is dark blue with the 'PaymentWorks' logo on the left. On the right side of the navigation bar, there are several links: 'Company Profile', 'Help', 'Account', and 'Logout'. The 'Company Profile' link is highlighted with a red box, and a red arrow points to it from the right. Below the navigation bar, there is a secondary navigation bar with links for 'Home', 'Connect', 'Invoices', 'News Updates', 'Messages', and 'Remittances'. The main content area is titled 'Manage Your connections' and contains three panels: 'Active Connections' (showing 'Nuvance Health (Test)'), 'Customer Registrations' (showing 'Nuvance Health (Test)' with a 'Complete' link), and 'Companies You May Want To Connect With' (showing 'No Current Suggestions'). At the bottom of the dashboard, there is a section titled 'Connect with your customers' with a button that says 'Go to the new Customers page'.

I want to update address. Where do I go?

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@nuvancehealthg.org and we will send you a new invitation.
 - c. *NOTE: An updated W-9, W-8BEN or W-8BEN-E is needed with this update.*



The screenshot shows the PaymentWorks vendor portal interface. A red arrow points to the 'Marketing Information' link in the left-hand navigation menu. The main content area displays a form for updating public information, with the 'Edit' button highlighted by a red box. 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:	

Below the form, there is a 'Logo' section with a placeholder image and a 'Select an image' field with a 'Browse' button.

4. Click “Save” to finalize your changes.

I want to update address. Where do I go?