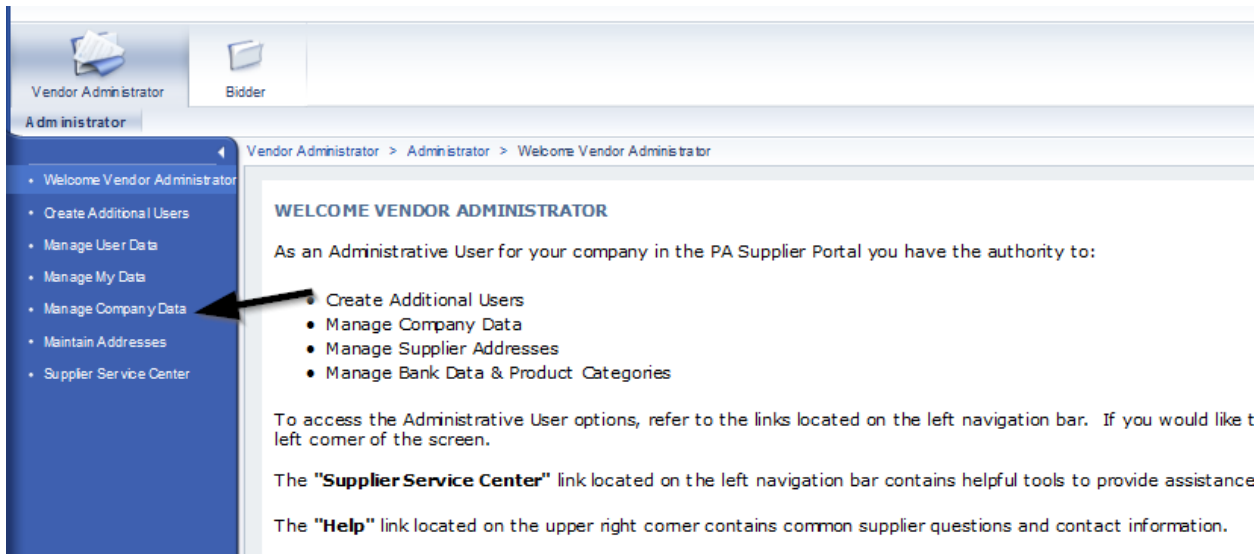


## MANAGE COMPANY DATA

To update the name, business type, e-mail, phone number and/or fax (generic e-mail is acceptable here).

### ADD/UPDATE BANKING:

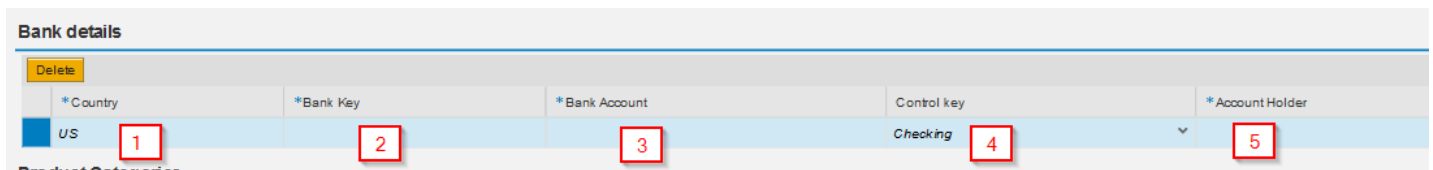
1. Click on Manage Company Data



2. Select Change to open the fields so they can be edited.



3. Scroll down to Bank Details



1 – Select the Country

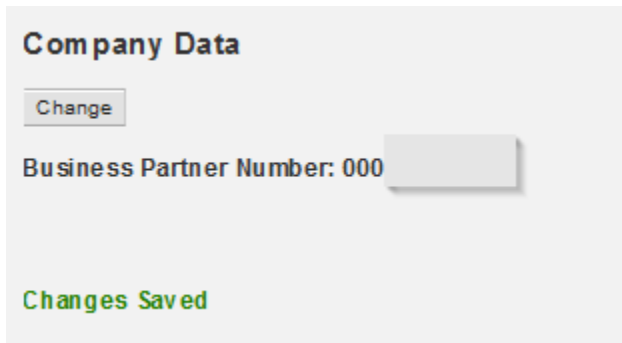
2 – Bank Key is the nine (9) digit Routing Number of the account

3 – Bank Account is the account number (double check with the bank and use exact numbers)

4 – Control Key – drop down for checking or savings

5 – Account Holder is the name the account is what's on the top left of the check

\*Scroll to the top and select save!



Company Data

Change

Business Partner Number: 000

Changes Saved

**\*\*NOTE\*\*** Want to view payment remittance information at the same time a direct deposit payment is received?

1. Electronic Addenda. This form provides the ability to view the remittance information via the bank statement or online banking.
2. E-Remittance provides an email with payment remittance information up to three (3) days in advance of the actual invoice pay date.

Please see these choices and how to sign up by clicking the blue block entitled "Direct Deposit & e-Remittance".

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