How to update address information in PaymentWorks

**For Individuals/ DBA’s**

IF YOU HAVE ONE ADDRESS:

1. Log into PaymentWorks at [https://www.paymentworks.com/df/accounts/login/](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.paymentworks.com%2Faccounts%2Flogin%2F&data=05%7C02%7Cvendorrequests%40txstate.edu%7Cabd5dc307b8644d909d508dc4306678c%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C638458942069421195%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=gLzoIaYF5LxsbX3fZIen7v1M9UDrHfKCpIgxWkqu2e8%3D&reserved=0)

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

3. Click **Marketing Information** on the left menu bar

4. Click **Edit** and update the address as needed

5. Click **Save** to finalize the changes

IF YOU HAVE MULTIPLE ADDRESSES:

**Steps to update main (corporate) address:**

1. Log into PaymentWorks at [https://www.paymentworks.com/df/accounts/login/](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.paymentworks.com%2Faccounts%2Flogin%2F&data=05%7C02%7Cvendorrequests%40txstate.edu%7Cabd5dc307b8644d909d508dc4306678c%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C638458942069421195%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=gLzoIaYF5LxsbX3fZIen7v1M9UDrHfKCpIgxWkqu2e8%3D&reserved=0)

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

3. Click **Marketing Information** on the left menu bar

4. Click **Edit** and update the address as needed

5. Click **Save** to finalize the changes

**Steps to update the additional (secondary / remittance address):**

1. Log into PaymentWorks at [https://www.paymentworks.com/df/accounts/login/](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.paymentworks.com%2Faccounts%2Flogin%2F&data=05%7C02%7Cvendorrequests%40txstate.edu%7Cabd5dc307b8644d909d508dc4306678c%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C638458942069421195%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=gLzoIaYF5LxsbX3fZIen7v1M9UDrHfKCpIgxWkqu2e8%3D&reserved=0)

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

3. To change or add your remittance address (for payment purposes), click **Remittance Addresses** on the left side of the screen.

4. Then, click the pencil/edit next to your current address to change the address or you can add another address

5. Click **Save** to finalize the changes