

To add a new bank account, please follow the steps below:

1. Log in to PaymentWorks at <https://www.paymentworks.com/accounts/login/>
2. Click **Company Profile** in the top right corner
3. Click **Bank Accounts** on the left menu bar
4. Once on the **Bank Accounts** page, click **Add Account**
5. Follow the prompts on each page to **Add Account Information**
6. Upload a **Bank Validation File** on page 3 (must be in a PDF, JPEG, or PNG format)

The screenshot displays the 'Add Account Information' page (3 of 4) in the PaymentWorks interface. The left sidebar shows the navigation menu with 'Bank Accounts' selected. The main content area is titled 'Add Account Information' and contains the following sections:

- Bank Account Validation:** A section with the heading 'Bank Account Validation:' and a list of acceptable file types: 'Letter on company letterhead', 'Voiced check', 'Voiced deposit slip', 'Letter from your bank', and 'Copy of a bank account statement'. To the right, there is a file selection prompt: 'Select a PDF or image file:' followed by a text input field and a 'Browse' button. A red arrow points from the text 'Click Browse to upload a Bank Validation File' to the 'Browse' button.
- Accept Authorization for bank deposit:** A section with the heading 'Accept Authorization for bank deposit' and a checkbox. The text next to the checkbox reads: 'Customers using PaymentWorks and the financial institution named herein are authorized to automatically deposit monies to my account'. A red arrow points from the text 'Accept Authorization for bank deposit' to the checkbox.

At the bottom of the form, there are three buttons: 'Cancel', 'Previous', and 'Next'.

Note: Non-US vendors or individuals may need to enter 9 zeros (00000000) in the Routing Number field to fulfill field requirement

7. Select the correct **Remittance Address** to link to the bank account. Note: The new bank account will not be properly submitted until it is associated with the **Remittance Address** being used by your customer
8. Click **Confirm**
9. Review & click **Save**