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)

Note: Non-US vendors or individuals may need to enter 9 zeros (000000000) 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**