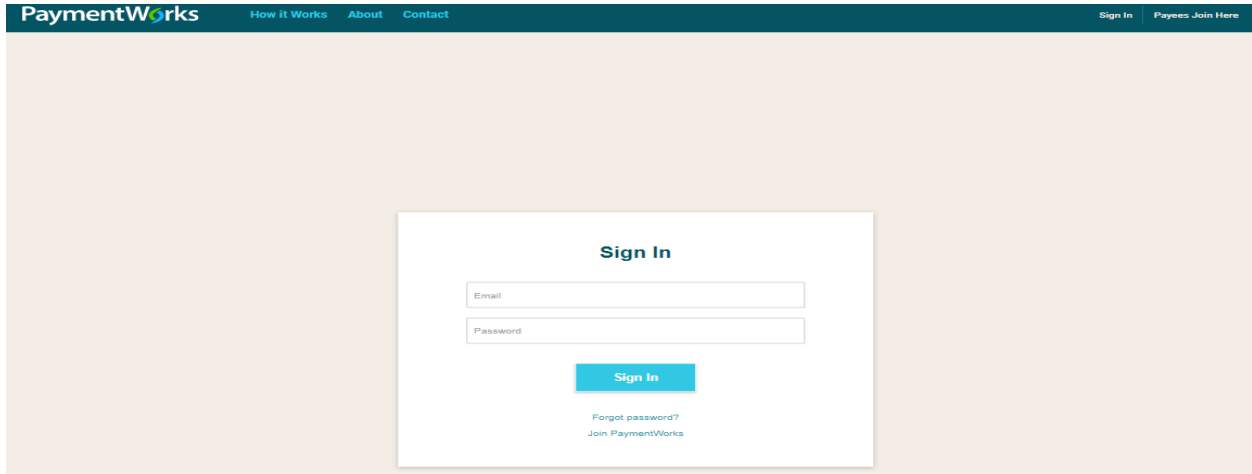


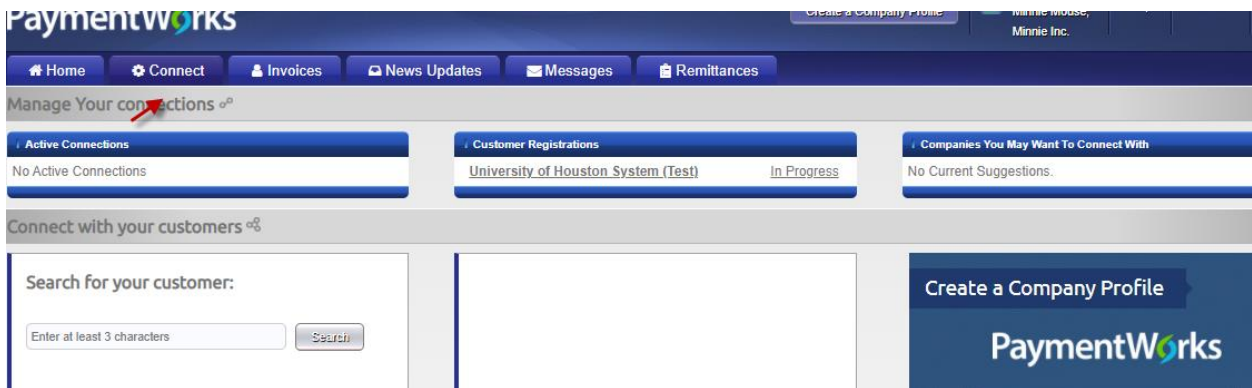
How to fill out legal name when I have a middle name and how to fill out the DBA name?

Part 1: How to fill out legal name when I have a middle name?

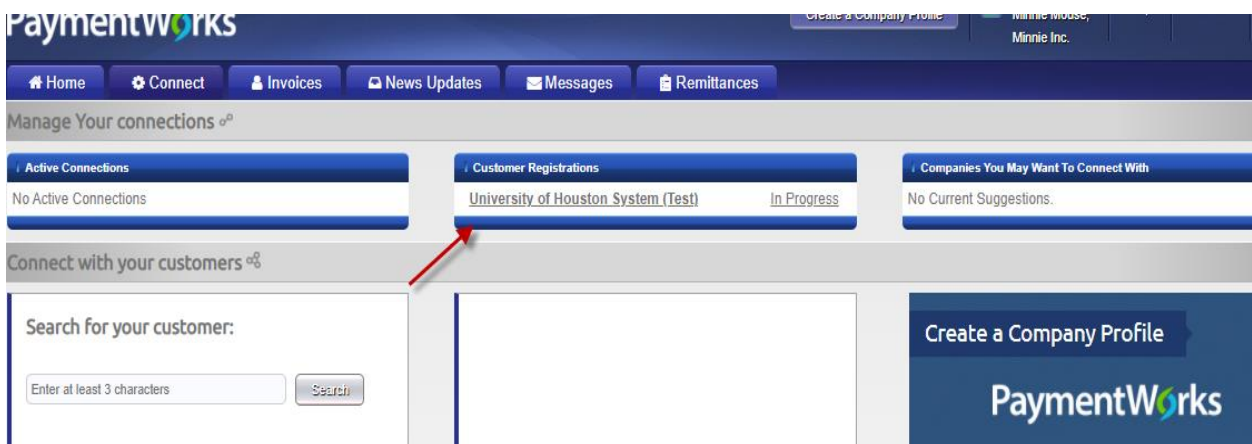
1. Log Into PaymentWorks at <https://www.paymentworks.com/accounts/login/>



2. Click the "Connect" tab



3. Click on the text that reads University of Houston System



4. You will be taken into the form. Please go to tax information section. And then fill out the legal first name and middle name under the legal first name field. Please see the screenshot below:

Tax Information

All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

For tax purposes, which best describes you?*

Individual, Sole Proprietorship, or Single-member LLC

Corporation or other complex business entity

Country of Citizenship*
(Country of Incorporation if using EIN)

United States

Are you using an SSN or EIN?*


SSN

EIN

Legal First Name*

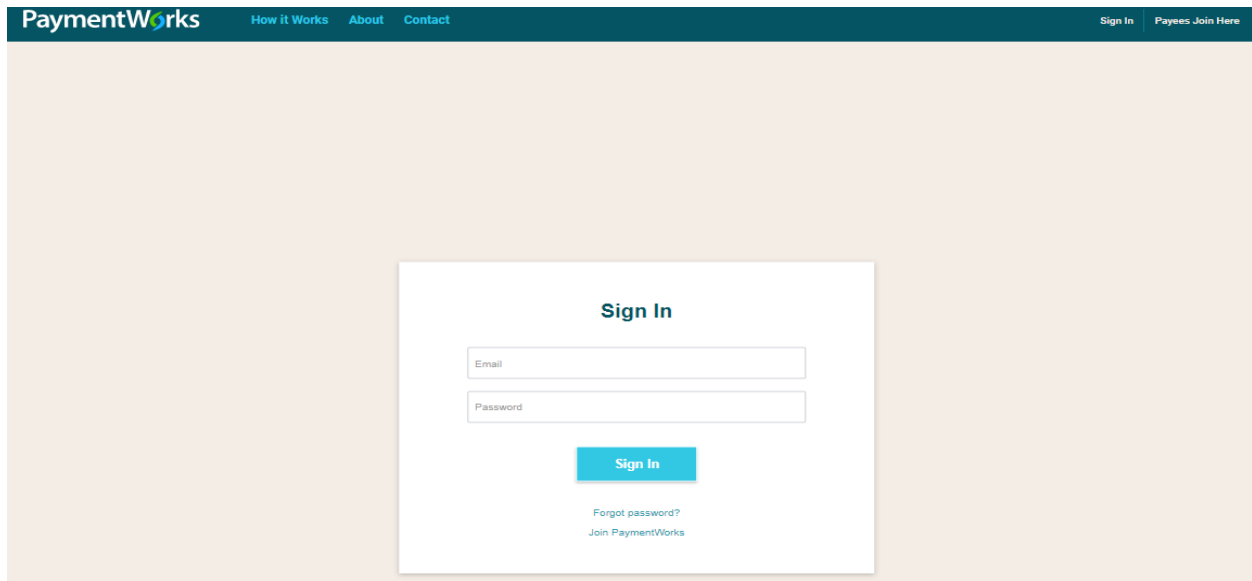
Legal Last Name*

SSN*



Part 2: How to fill out the DBA name? (Note especially for the business vendor)

1. Log Into PaymentWorks at <https://www.paymentworks.com/accounts/login/>



PaymentWorks

How it Works About Contact

Sign In Payees Join Here

Sign In

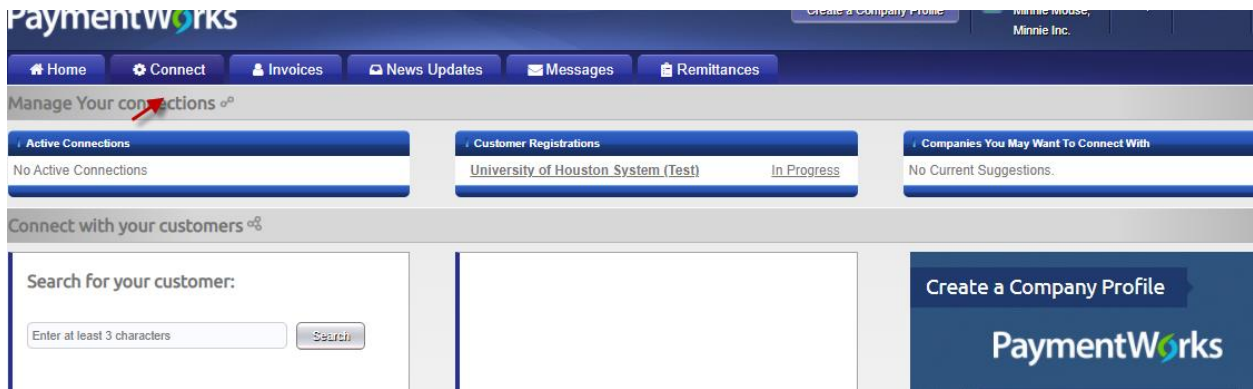
Email

Password

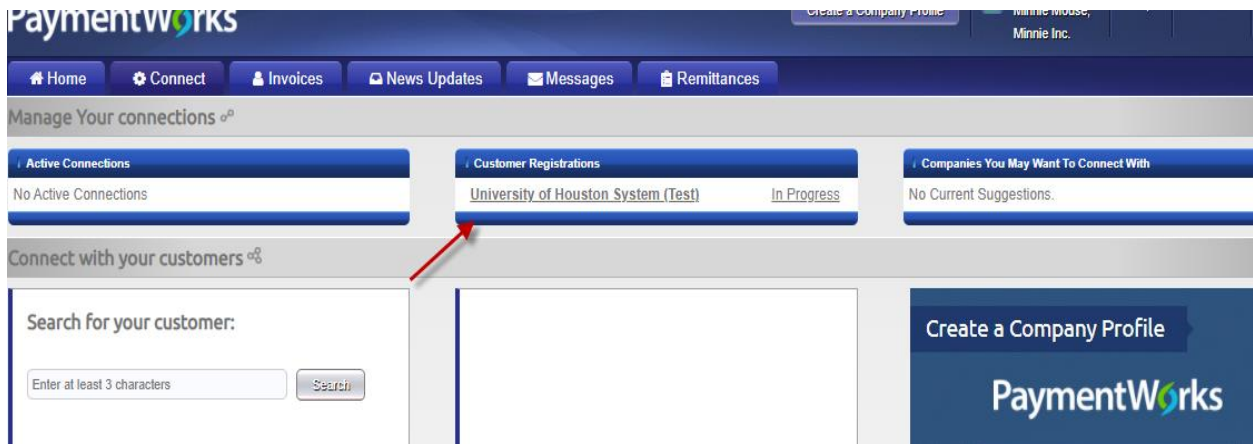
Sign In

Forgot password?
Join PaymentWorks

2. Click the "Connect" tab



3. Click on the text that reads University of Houston System



4. You will be taken into the form. Please go to personal information section. And then fill out a DBA (doing business as) only under the personal information field. If you don't have the DBA, Please leave it as blank. If you cannot leave it as blank, please fill out the legal name again that should be match the name you filled out under the tax information section. Please see the screenshot below:

Personal Information

All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

Your Full Name or DBA (doing business as) Business Name *

Enter your full name, or your business name as you would like it to appear on a check or other form of payment made out to you.

Telephone Number *

ext. ✔

Preferred Email *

Website

Description of Goods or Services