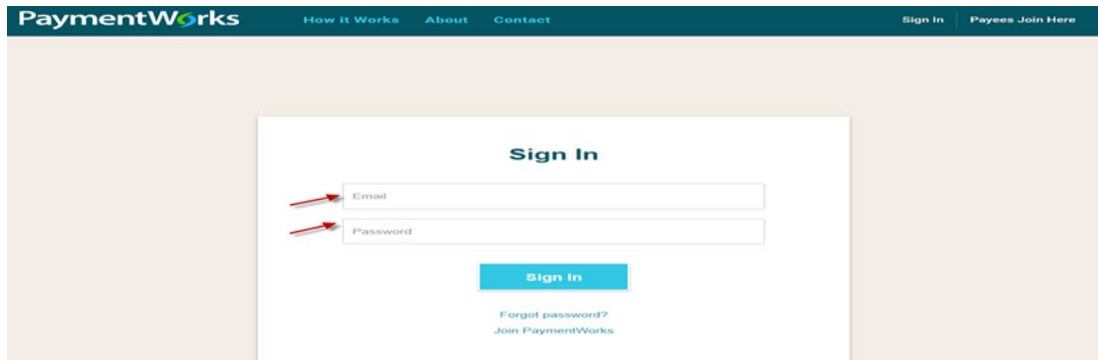
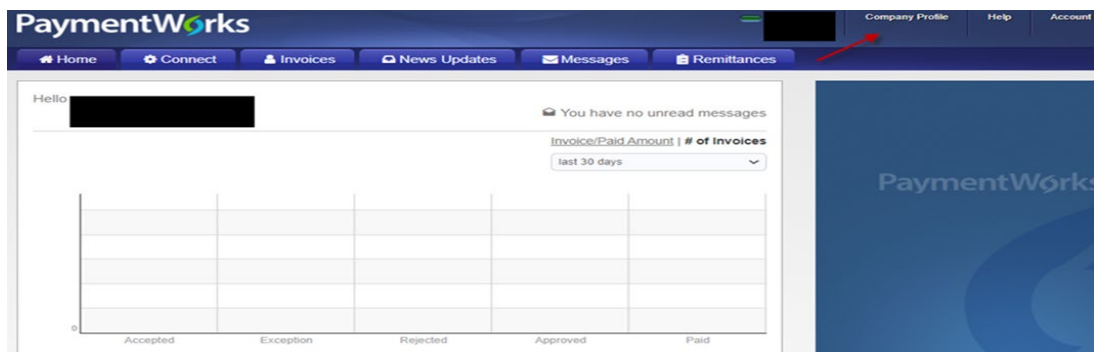


If only the "Remittance Address" needs to add, what do I need to do?

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



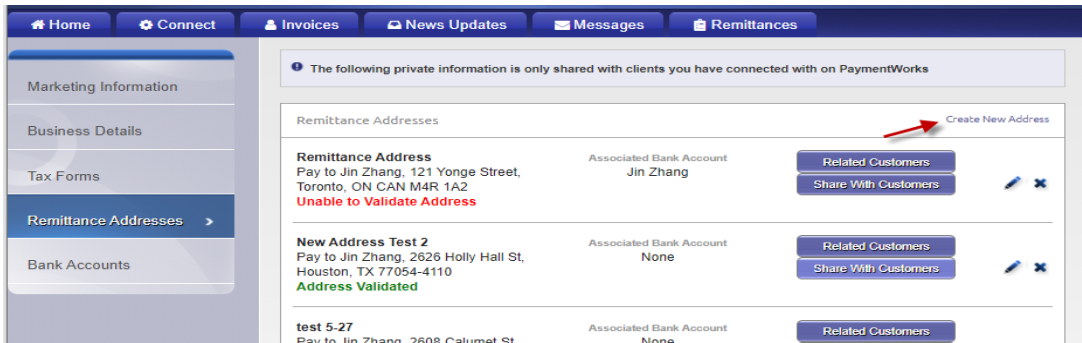
2. Click "Company Profile" in the top right corner



3. Click "Remittance Addresses" on the left menu bar



4. Click "Create new address"



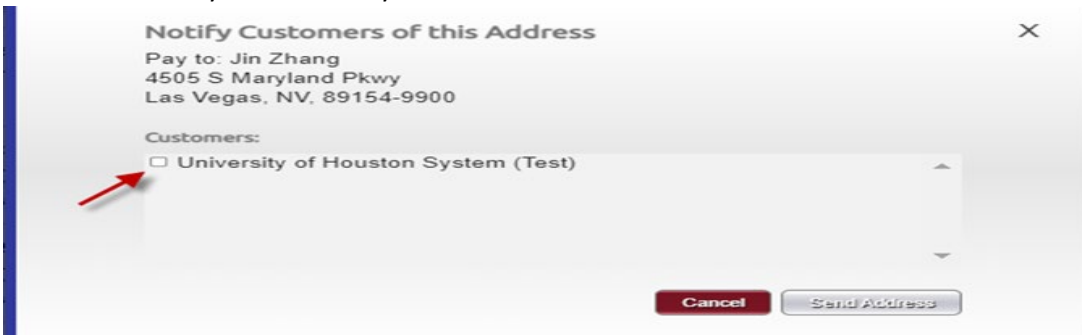
5. Follow the prompts



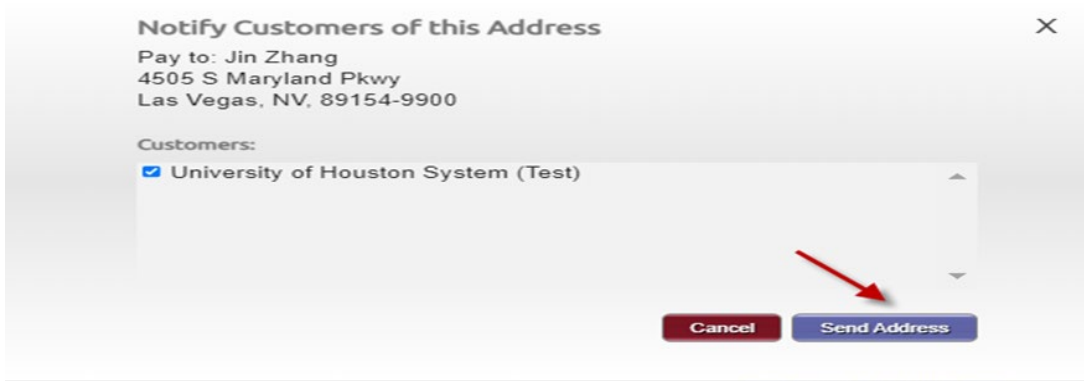
6. Click "Save"



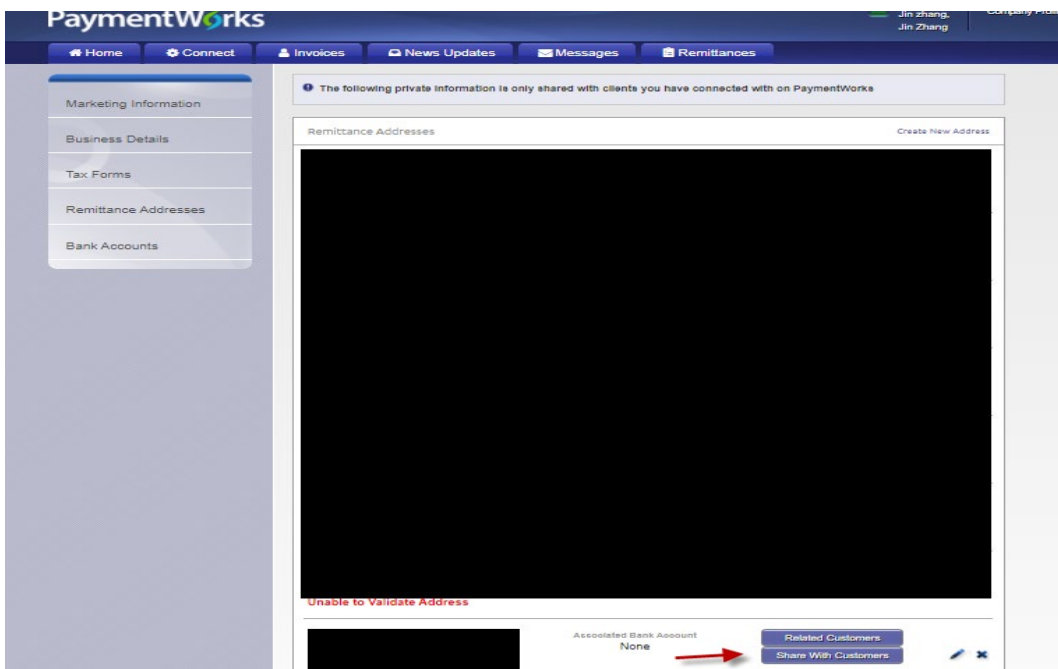
7. Check "University of Houston System"



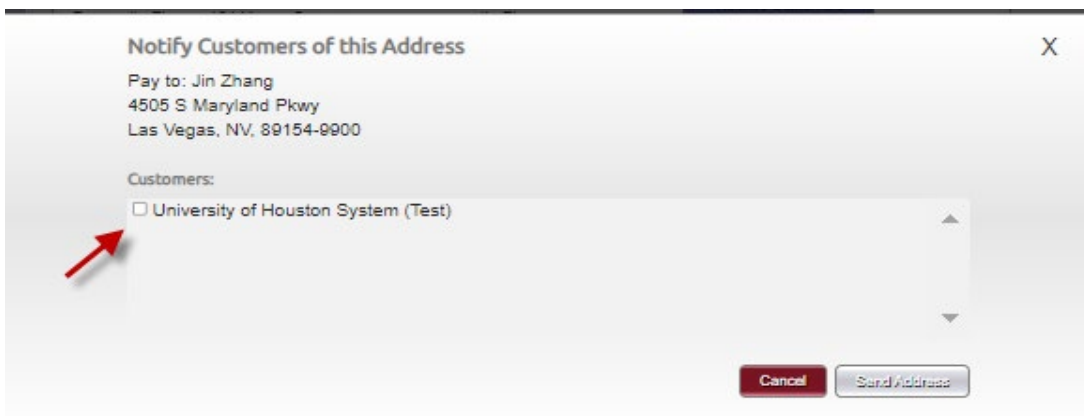
8. Click " Send Address"



9. Click " Share with Customer"



10. Click " University of Houston System"



11. Click "Send Address"

