



1. Visit the **Payment Information** section
2. Click the **Edit** button at the far right of the Payment Type you need to edit

Payment Information

Information on this page is used to determine how and where you will receive payment. Please enter an email address if you wish to receive an email notification regarding payments including invoice, date, and amount. **ACH is the CSU's preferred method of payment. The selection of this payment type may expedite the payment for the goods provided and/or services rendered.**

If your Banking or Payment information changes please remember to update your profile so there is no issue or delay with payment.

Title	Payment Type	Currency	Active	
My ACH	Direct Deposit (ACH)(ACH)	USD	Yes	Edit

[Add Payment Information](#)

3. To inactivate ACH select **No**, then **Save Changes**

Edit Payment Information

Only associated countries are displayed.

Payment Title *

Country *

Payment Type *

Remittance Address *

Electronic Remittance Email *

Currency *

Active Yes No

Bank Account

Country *

Bank Name *

Account Holder's Name *

Account Type *

Routing/Transit Number * What is this?
WELLS FARGO BANK

Account Number *

Confirm Account Number *

Address Line 1

* Required to Complete Registration

[Save Changes](#) [Close](#)

4. Click **Add Payment Information** to add a new Payment Type and follow the prompts

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Required Information
At least one payment type is required to complete this section.

Title ▾	Payment Type	Currency	Active	
My ACH	Direct Deposit (ACH)(ACH)	USD	No	Edit

Add Payment Information ▾

NOTE: If you are adding a Check payment type, make certain the address being used in this box is correct for sending checks. If you need to review or update the remittance address, visit the **Addresses** section, then return to **Payment Information** to link the new remittance address to the new Check payment type.

Add Payment Information ×

Payment Title *

Country *

Payment Type * Check

Remittance Address *

Currency *

Active Yes No

* Required to Complete Registration [Save Changes](#) [Close](#)

5. You will see that Check is now the active payment type

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Title ▾	Payment Type	Currency	Active	
Check	Check	USD	Yes	Edit
My ACH	Direct Deposit (ACH)(ACH)	USD	No	Edit

Add Payment Information ▾