



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

Supplier Number:		Payment Inf	ormation			?
Registration <b>Complete</b> for: The California State University		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				ail notification cpedite the payment
Welcome		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.				
Company Overview						
Business Details	~	Title ▽	Payment Type	Currency	Active	
Addresses	×	My ACH	Direct Deposit (ACH)(ACH)	USD	Yes	Edit
Contacts	<ul> <li>Image: A second s</li></ul>					
Insurance	1	Add Payment Int	iormation -			
Payment Information	×					
Tax Information	A					

3. To inactivate ACH select No, then Save Changes

Only associated countries a	re displayed.	
Payment Title *	Му АСН	- 1
Country *	United States 🗸	- 1
Payment Type *	Direct Deposit (ACH)(ACH)	- 1
Remittance Address *	Main Office (Primary Remittance) 🗸	- 1
Electronic Remittance Email *	t.com	- 1
Currency *	USD V	- 1
Active	● Yes ○ No	- 1
Bank Account		
Country *	United States 🗸	- 1
Bank Name *	Wells Fargo	- 1
Account Holder's Name *		- 1
Account Type *	Checking 🗸	- 1
Routing/Transit Number *	What	is this?
	WELLS FARGO BANK	
Account Number *	*****	
Confirm Account Number *	****	

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

Payment Info	rmation			?
Information on this regarding payment for the goods prove	s page is used to determine how and where you will rec ts including invoice, date, and amount. ACH is the CSU's ided and/or services rendered.	eive payment. Please enter an email address if you s preferred method of payment. The selection of th	wish to receive an ema is payment type may ex	ail notification xpedite the payment
If your Banking or I	Payment information changes please remember to upd	late your profile so there is no issue or delay with pa	ayment.	
Required Inform At least one pay	nation ment type is required to complete this section.			
Title 🗢	Payment Type	Currency	Active	
My ACH	Direct Deposit (ACH)(ACH)	USD	No	Edit
Add Payment Info	rmation 👻			

**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.

Payment Title *		
Country *		~
Payment Type *	Check	
Remittance Address *		$\overline{}$
Currency *	~	
Active	Yes O No	

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

egarding 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 or the goods provided and/or services rendered. f your Banking or Payment information changes please remember to update your profile so there is no issue or delay with payment.				
itle ▽	Payment Type	Currency	Active	
heck	Check	USD	Yes	Edit
y ACH	Direct Deposit (ACH)(ACH)	USD	No	Edit