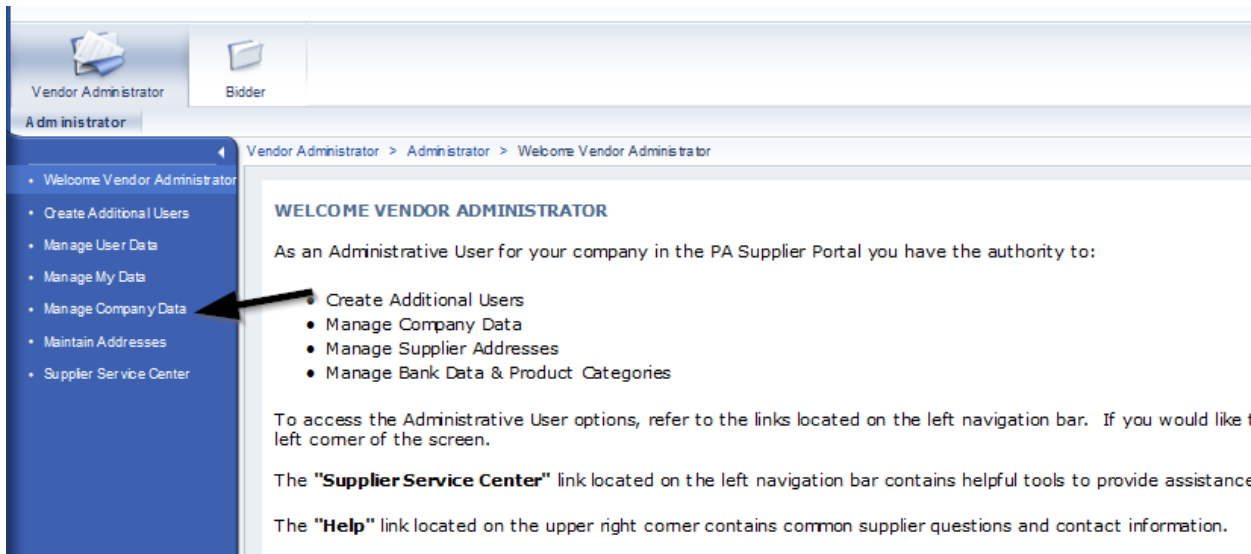


## MANAGE COMPANY DATA

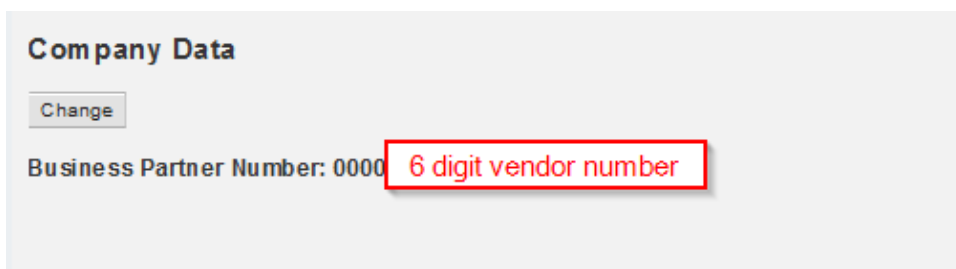
To update the name, business type, e-mail, phone number and/or fax (generic e-mail is acceptable here).

### ADD/UPDATE BANKING:

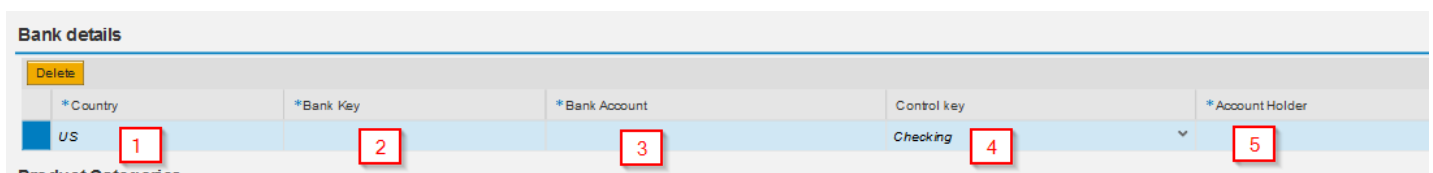
1. Click on Manage Company Data



2. Select Change to open the fields so they can be edited.



3. Scroll down to Bank Details



1 – Select the Country

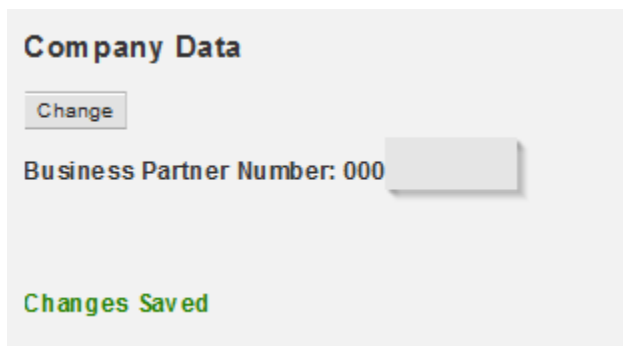
2 – Bank Key is the nine (9) digit Routing Number of the account

3 – Bank Account is the account number (double check with the bank and use exact numbers)

4 – Control Key – drop down for checking or savings

5 – Account Holder is the name the account is what's on the top left of the check

\*Scroll to the top and select save!



**Company Data**

Change

Business Partner Number: 000

Changes Saved

**\*\*NOTE\*\*** Want to view remittance information at the same time a direct deposit payment is received? Please sign up for our Electronic Addenda. This form provides the ability to view the remittance information via the bank statement or online banking. Please e-mail [RA-PSCPAYMENTINQUIRE@STATE.PA.US](mailto:RA-PSCPAYMENTINQUIRE@STATE.PA.US) to request a form.