



## Managing payment and banking information

After you access the Supplier Portal, you can manage banking/payment information. All registered payees and suppliers must first establish a separate banking user to manage their banking/payment information. The authorized account manager creates the banking user ID. Only the specific banking users created can view and manage payment information, which means you control who can maintain this sensitive information.

Upon approval, the authorized account manager must log in to add additional user accounts by selecting **Register a New Entity or User**, then selecting the **Register Now** button, as below.

### Create USER ID for Banking



Click here to request a Supplier's User for entering or updating banking

[More...](#)

[Register now](#)

The following information must be entered:

- o Supplier ID (full 10-digit number including the preceding zeros must be entered).
- o Tax Identification Number (nine digits, no dashes) that is registered to the supplier ID in the state financial system.
- o Requested User ID (no special characters).
- o Description (banking user's first and last name).
- o Email ID (email of the banking user).
- o Language Code, Time Zone, and Currency Code will default to the appropriate value.

### Supplier List

*Supplier ID	Tax Identification Number	
<input type="text"/>	<input type="text"/>	
<a href="#">Add</a>		

### User Account Information ⓘ

* Requested User ID	<input type="text"/>
Description	<input type="text"/>
* Email ID	<input type="text"/>
Language Code	English <input type="text"/>
Time Zone	<input type="text"/> <input type="button" value="Q"/>
Currency Code	USD <input type="button" value="Q"/>

Select submit. The pop-up confirmation will appear to verify that your registration was submitted. Select OK. The banking user will then receive an email and instructions to log in.

If you will act as both the authorized account manager and the banking user, you must log out prior to logging in as the banking user.