Updating Your Payment Method
Quick Reference Guide

Purpose: This document provides instructions for how to submit a request to update your payment method via the Supplier Portal.
Audience: Suppliers with access to the Ascension Supplier Portal

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Logging In

There are two ways to log in at https://supplierportal.ascension.org to submit a data change request.
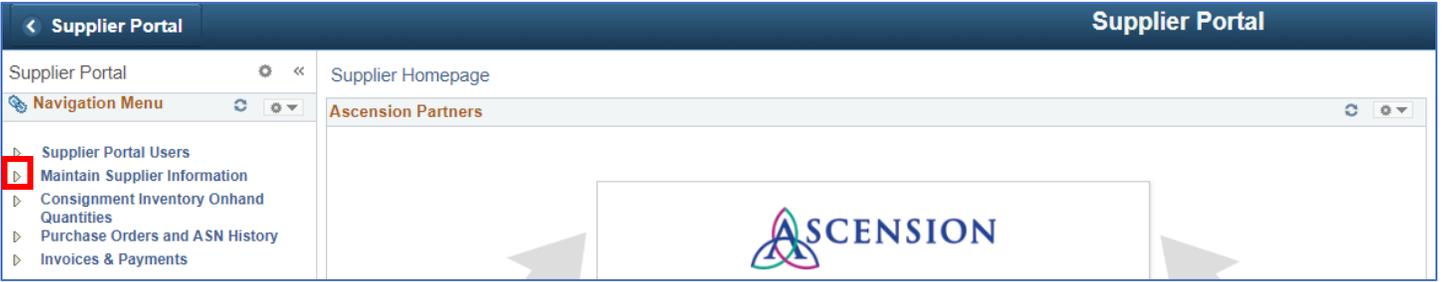
Option 1:

1. Click the **Sign In** button at the top right.

2. A new browser tab will open. Enter your user ID and Password and click the **Sign In** button. If you cannot remember your user ID and/or password, use the Forgot Password? or Forgot User ID? links.
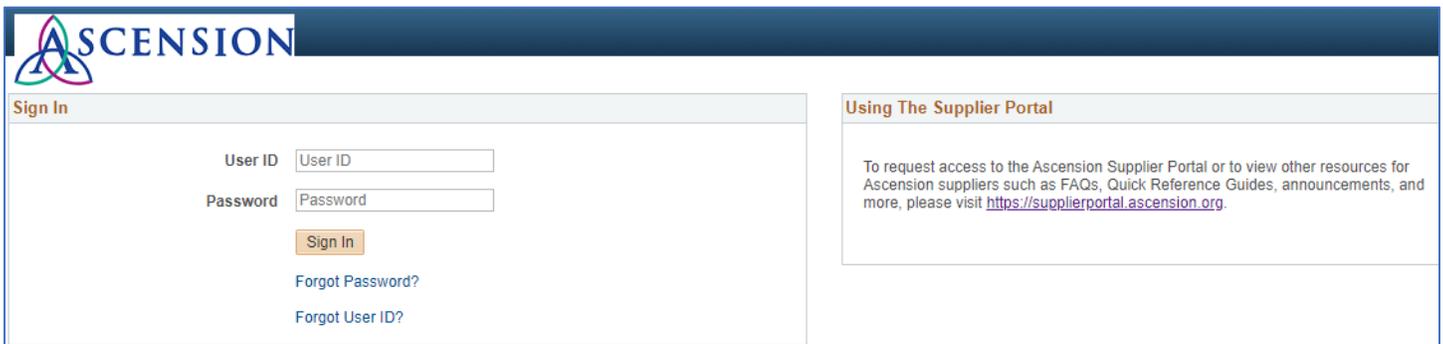
3. On the left-hand navigation, click the arrow next to **Maintain Supplier Information** to expand the menu options.

4. Click **Initiate Supplier Change.**

Option 2:

1. Click the **Update Your Information** button.

2. A new browser tab will open. Enter your user ID and password and click the **Sign In** button.
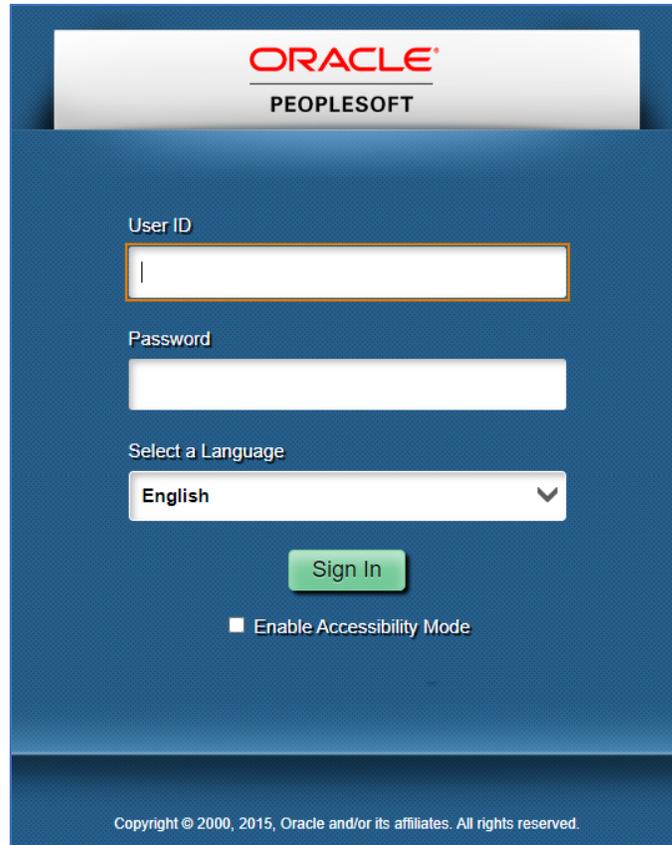
Submitting Your Request

1. If you have more than one supplier ID number, you will be prompted to select the supplier that you would like to submit the change for. Select the supplier from the dropdown option and click **Create New Request.**
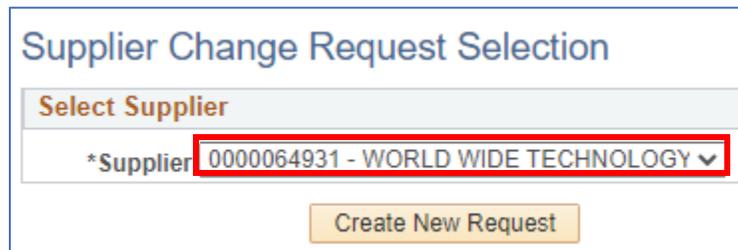
2. On the **Welcome** page, fill in all required fields for the **Requestor Information** section. Your name and email should auto-populate, but please update both fields so that this information is correct for your request.

3. Click the **Next** button to move on to the **Company Profile** page.

4. If you are requesting to update your payment method to ACH direct deposit or if you need to update your ACH account information, click the **ACH Form** link to open the ACH form.

   a. Save a local copy of the ACH form to your computer.

   b. The form is an editable PDF. Please complete all fields electronically and be sure to save your changes after you have completed all fields.

   c. Once you have completed the form and saved all information to the local file, click the link **Add W9, ACH and other Attachments** to attach the form to your request.

5. On the **Supplier Attachment** page, click the **Add Attachment** button.

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6. On the **File Attachment** pop up, click **Choose File** and locate the completed ACH form that you saved on your computer.

7. After you have selected the file, click the **Upload** button.

8. The file will now be displayed in the list of files on the **Supplier Attachment** page. Click **OK**.

9. On the **Company Profile** page, complete all required questions in the **Profile Questions** section.

10. After you have completed all required fields on the **Company Profile** page, click the **Payment Profile** icon in the top navigation bar.

11. On the **Payment Profile** page, click the **Edit** button.

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| Welcome | Company Profile | Addresses | Contacts | **Payment Profile** | Submit |

Exit | Save for Later | ◄ Previous | Next ►

Payment Profile for WORLD WIDE TECHNOLOGY ASYNCHRONY LABS IN

Review Changes

To edit the Payment Profile, please click the "Edit" button. This section contains the ability to update Ordering and Remitting addresses as well as the Payment Method. If requesting a Pay Terms change, please note this on the Company Profile stop as to why the update is being requested. Pay Terms will not be updated unless a copy of the contract is attached on the Company Profile stop. Ascension default Pay Terms are 60 days.

Description	Change Effective Date	Default	Edit
MAIN - MAIN	05/10/2017	☑	Edit

*Required Field

Review Changes

Exit | Save for Later | ◄ Previous | Next ►

12. The **Payment Profile** page will open. Please note that you will not be able to edit many of the fields on this page. Our Master Data Management team will update your Payment Profile based on the information you provided on the ACH form you attached on the **Company Profile** page of your request.

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13. Under the **Payment Notification Preferences** section, check the box next to **Enable Email Payment Advice** and enter the email address that you would like the ACH remittance emails to be sent to.

14. Change the **Payment Method** dropdown to **Automated Clearing House.**

15. Scroll to the bottom of the page and click the **OK** button.

1. Click **Next** or click the **Submit** icon on the top navigation. **NOTE:** Your request is not submitted until you confirm your changes on the final Submit page.

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16. On the **Submit** page, you will be prompted to review your changes. Please note that your request will not be submitted for processing until you have confirmed the changed and clicked the final Submit button.

17. Your email address will auto-populate. Please verify that this is the correct email address to send updates related to this request.

18. Click the **Review** button if you would like to review your changes.

19. Once you are confident that all required information is included in your request, check the box next to **Confirm Changes** then click the **Submit** button.

20. After submitting your request you will see the **Supplier Change Request Submit Confirmation** screen with the Change Request ID. You will receive email updates about this request and can view the status of the request via the Supplier Portal.