

## Updating Your Remittance Email Quick Reference Guide

**Purpose:** This document provides instructions to submit a request to update the email address that is used to sent remittance notifications for electronic payments.

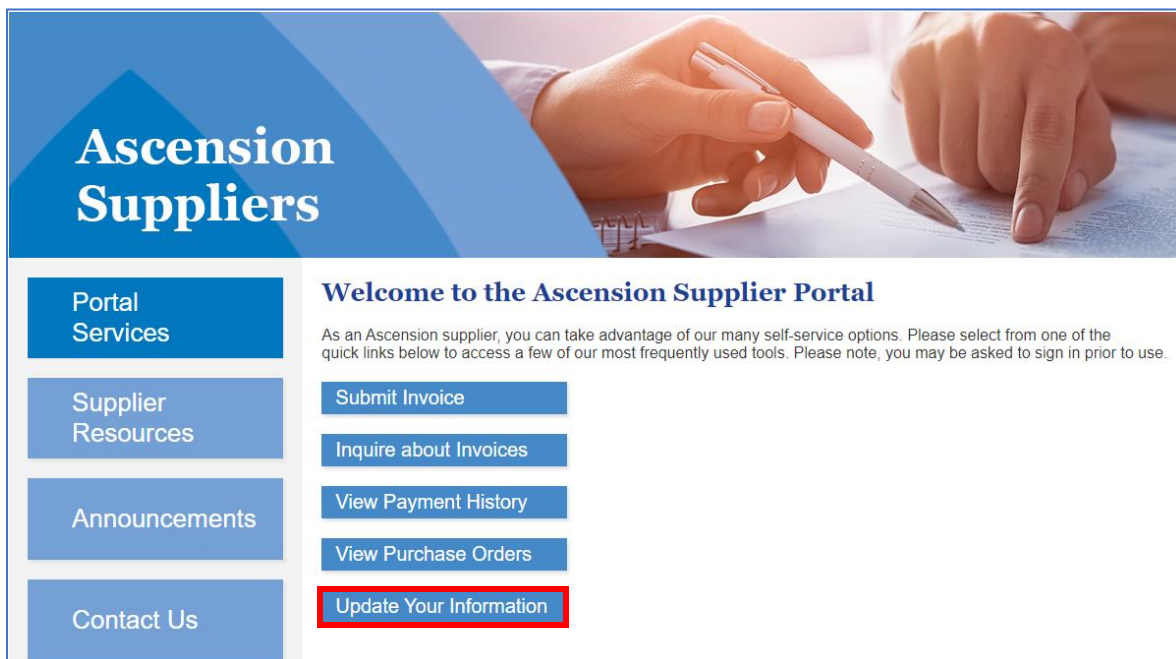
**Audience:** Ascension Suppliers receiving electronic payments

### General Information

- Ascension suppliers that are enrolled for **ACH direct deposit** payments will receive an email notification with remittance details for each payment. Emails come from [MSCAccPayableNoReply@ascensionhealth.org](mailto:MSCAccPayableNoReply@ascensionhealth.org). If you are not receiving these emails, it may be because of a security restriction in place by your company. Emails from [MSCAccPayableNoReply@ascensionhealth.org](mailto:MSCAccPayableNoReply@ascensionhealth.org) may be flagged as “High Confidence Phish” by your organization’s email security. Please work with your company’s IT/security team to ensure our email address is whitelisted in your system to allow these emails to come through.
- If you receive payments via **Wells Fargo virtual credit card** or **ACH direct deposit**, follow the instructions below to update the email address used for remittance.
- If you receive payments via **GHX**, please contact GHX directly to update the email address used for remittance by emailing [epay.support@ghx.com](mailto:epay.support@ghx.com) or calling 1-888-392-5401, option 1.
- If you do not have a user ID for the Ascension Supplier Portal, please refer to the [Supplier Portal Access Quick Reference Guide](#) for instructions to create a user ID.
- If you are encountering an error when logging in to the Ascension Supplier Portal, refer to the [Supplier Portal Log In Issues Quick Reference Guide](#).

### Instructions

1. Navigate to the Ascension Supplier Portal: <https://supplierportal.ascension.org>
2. Click the **Update Your Information** button.



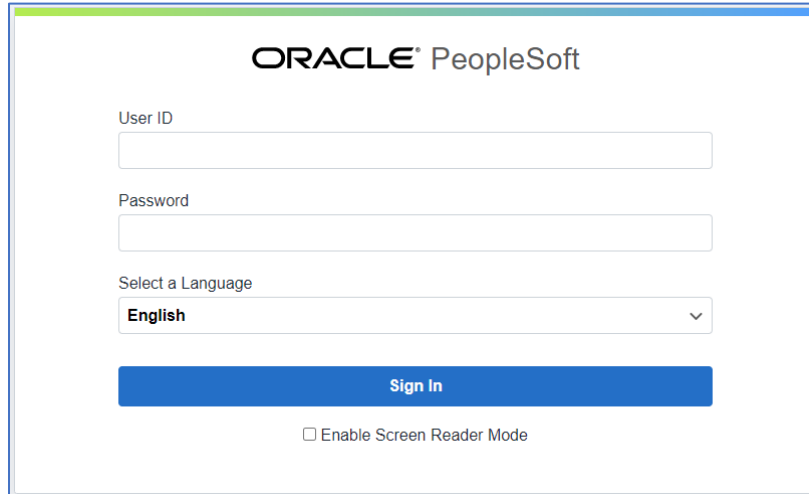
**Ascension Suppliers**

**Welcome to the Ascension Supplier Portal**

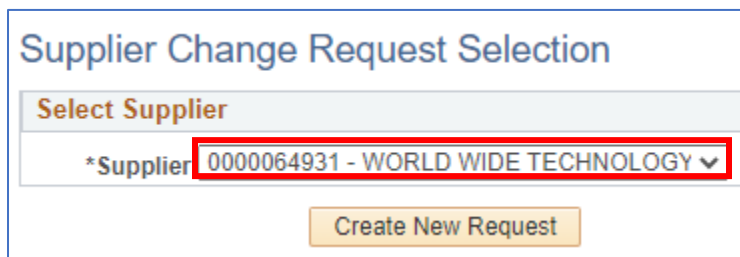
As an Ascension supplier, you can take advantage of our many self-service options. Please select from one of the quick links below to access a few of our most frequently used tools. Please note, you may be asked to sign in prior to use.

- Submit Invoice
- Inquire about Invoices
- View Payment History
- View Purchase Orders
- Update Your Information**

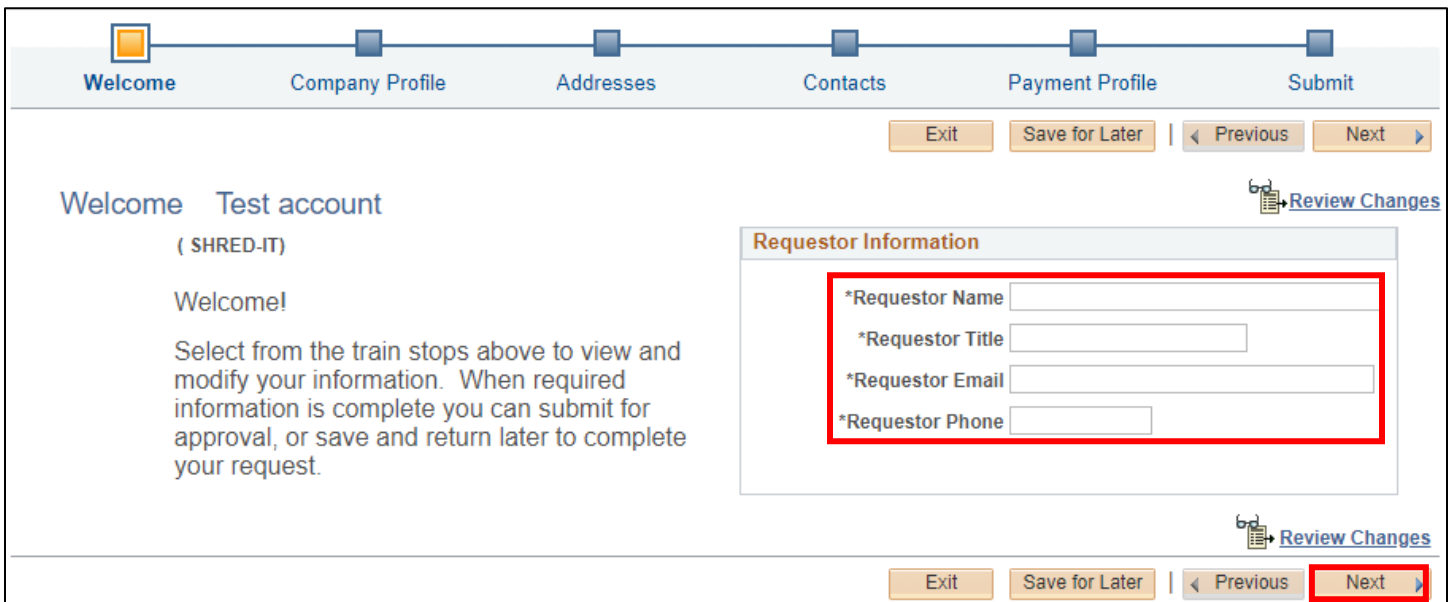
3. A new browser tab will open. Enter your user ID and password in the Oracle PeopleSoft login and click the **Sign In** button. **Note:** Both your user ID and password are case sensitive.



4. 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**.



5. On the **Welcome** page, fill in all required fields for the **Requestor Information** section. Your name and email address will auto-populate, but please update both fields as needed so that this information is correct for your request.



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

- On the **Company Profile** page, complete all questions in the **Profile Questions** section. Note that all questions are required. In the text box, include details about the changes needed to your remittance email.

**Profile Questions**

**\*Is your company a disadvantaged, minority, small veteran, woman, or underutilized business?**

Information not available at this time ▼

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**\*Is this a contracted provider?**

Yes

No

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**\*Provide detail as to why the supplier is being added/changed and attach any related documentation above including contracts.**

Please update email address for remittance to accountsreceivable@mycompany.com 📎 📄

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**\*Is this supplier an employee or affiliated with an employee?**

Yes

No

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**\*Will this vendor provide supplies to Ascension?**

Yes

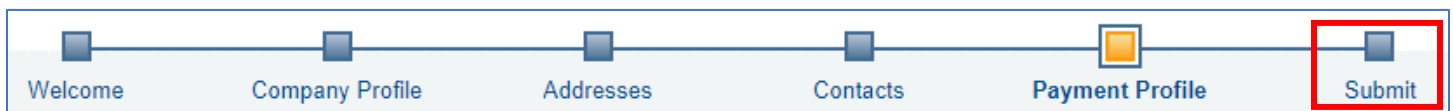
No

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**\*Please provide additional detail about the supplies being purchased from the vendor:**

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- Click the **Submit** icon in the top navigation. **NOTE:** Your request is not submitted until you confirm your changes on the final Submit page.



- On the **Review and Submit** page, you will be prompted to review your changes. Check the box to confirm your changes and click the **Submit** button. **Please note** that your request will not be submitted for processing until you have confirmed the changes and clicked the final Submit button.

## Review and Submit Changes

Select the "Review" button to review the change request information. When ready to submit, check the box for "Confirm Changes" and then click "Submit".

Email communication regarding this request will be sent to:


 **Confirm Changes**

10. 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.

## Supplier Homepage


### Supplier Change Request Submit Confirmation


**Pending Approval**

 You have successfully submitted your Supplier Change Request

Your Change Request ID 000000000000397

Any email regarding the request status will be sent to:  
TestpsftFSCM@ascensionhealth.org

 [Return to Supplier Change Request Selection Page](#)

 [Return to Supplier Home Page](#)