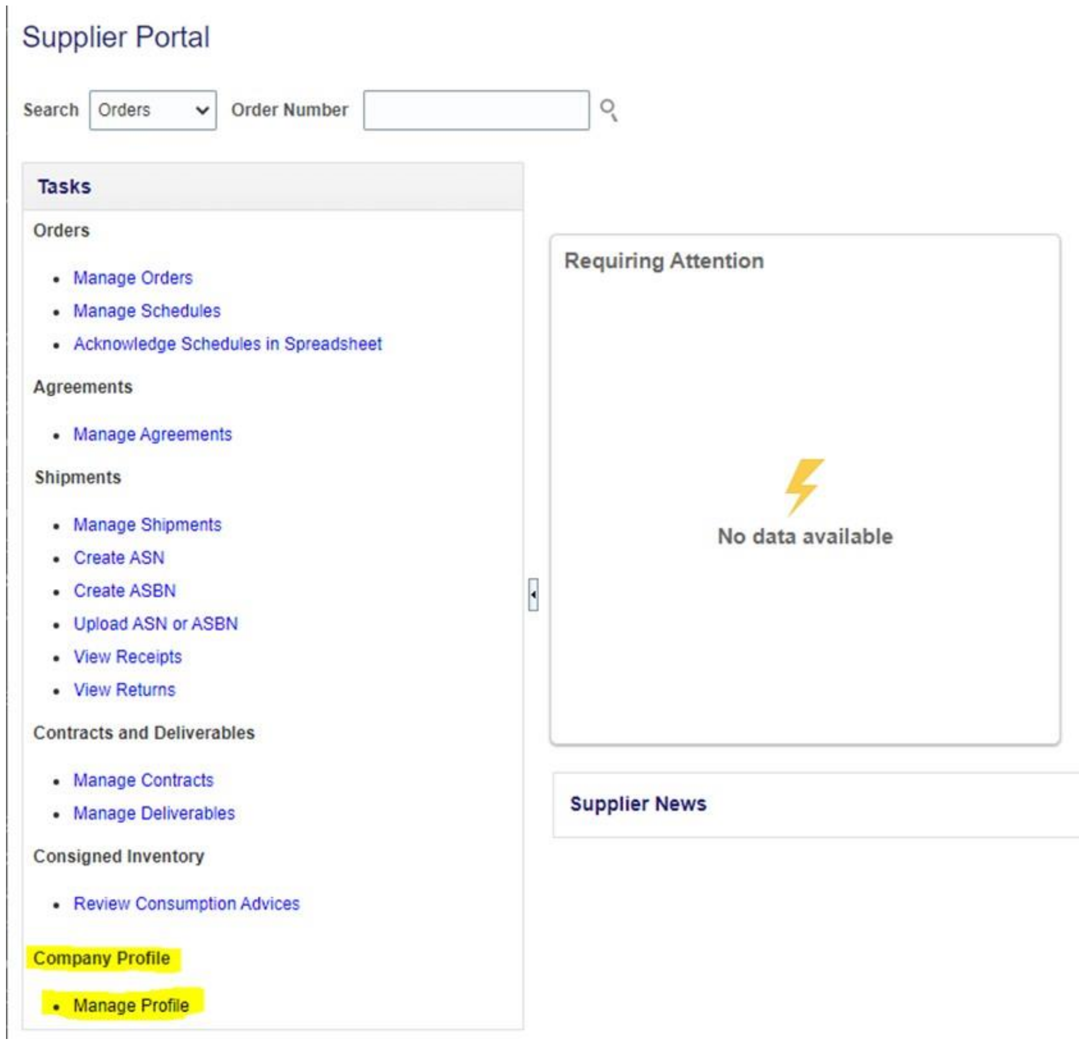
ADDING BANKING INFORMATION IN FUSION

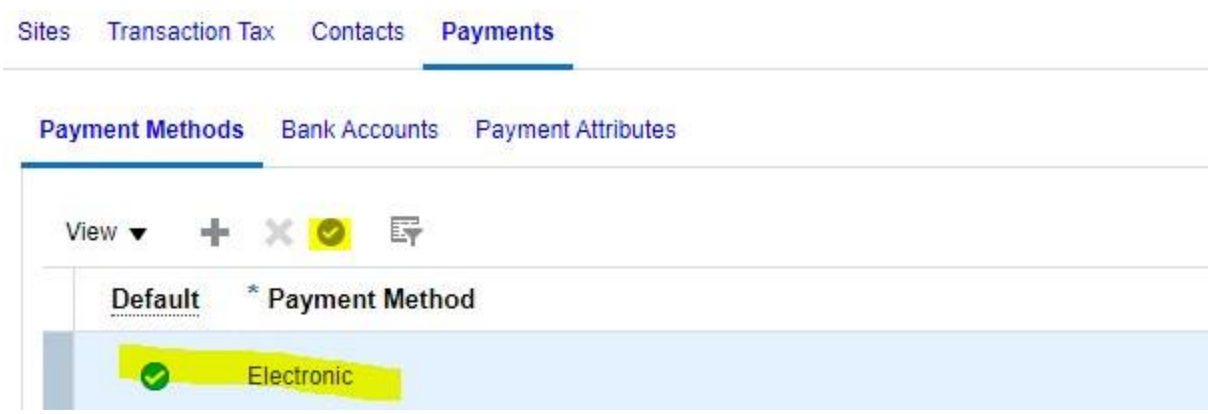
Once the supplier is logged in, they should see this on their home screen.

1. Click on the supplier portal tab which is the black box beside the plus sign. A new page will populate and then you should scroll down to the bottom of the page on the left-hand side, under company profile click on **MANAGE PROFILE.**

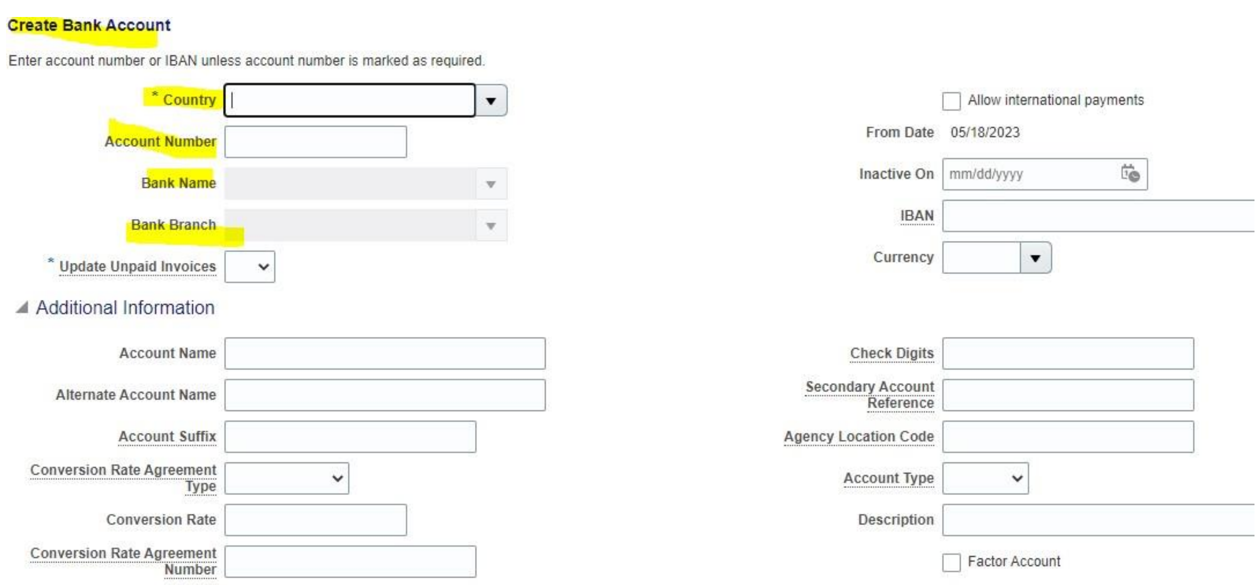


2. Next, click the edit button to the right side of the screen and you will be prompted to enter GENDER and ETHNICITY. Afterwards, click the save button.

3. Click on the payments tab then right beneath it, click on payment method. Select the circle with the check mark inside and click in the area in front of electronic until the circle is in front of electronic. Be sure to click save.



4. Click on the bank accounts tab and the screen below will appear. The only four fields **REQUIRED** are highlighted below. After this is entered be sure to click save and done.



5. Click on the review changes tab then review that all information is correct, then click on submit. After the supplier clicks submit, we should get a bell notification within a few minutes to "approve" the supplier changes on our side.

Organization Details

View ▼ Format ▼ Freeze Detach Wrap

	Attribute	Changed From	Changed To
●	Ethnicity		Hispanic
●	Gender		Male

Payment Methods

View ▼ Format ▼ Freeze Detach Wrap

	Default	Payment Method	From Date	To Date	Details
●	✔	Electronic	10/02/2008		
●		Check	02/25/2023		

Bank Accounts

View ▼ Format ▼ Freeze Wrap

	Primary	Account Number	IBAN	Currency	Bank Name	Details
+	✔	[redacted]			BANK OF AMERICA	

Columns Hidden 8