

SUPPLIER: ADD OR UPDATE REMITTANCE EMAIL FOR EFT NOTIFICATIONS

Introduction

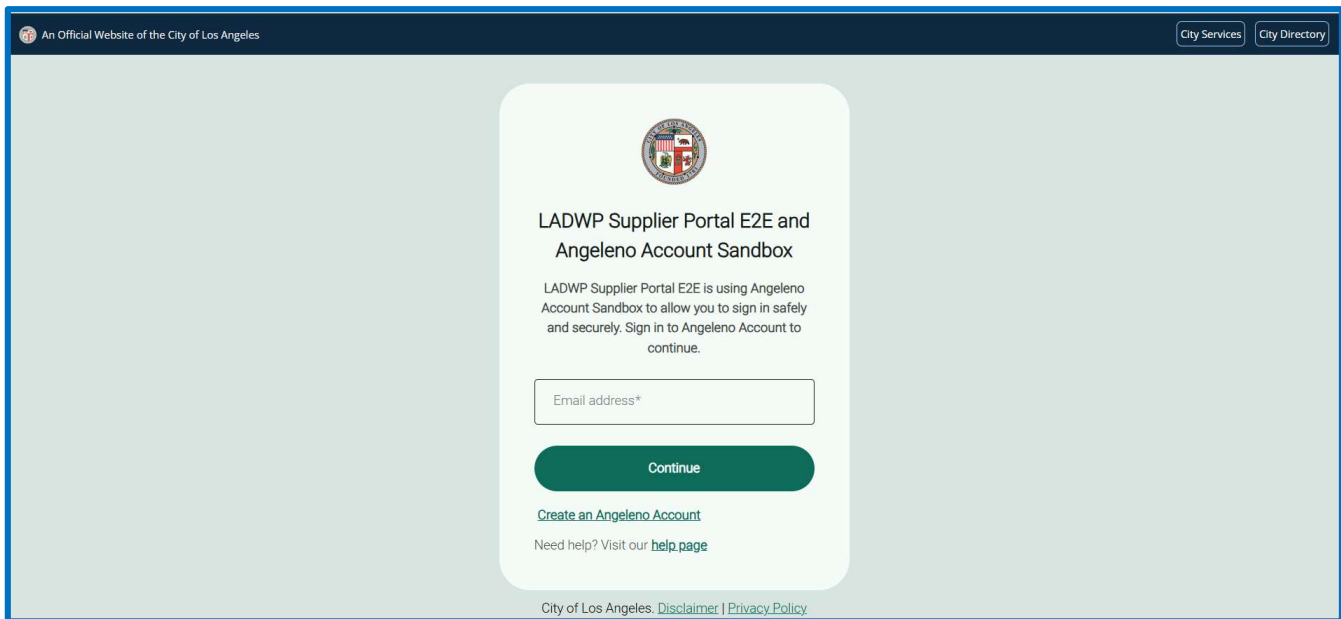
Suppliers can provide an email address to receive **EFT remittance notifications**.

Security Roles

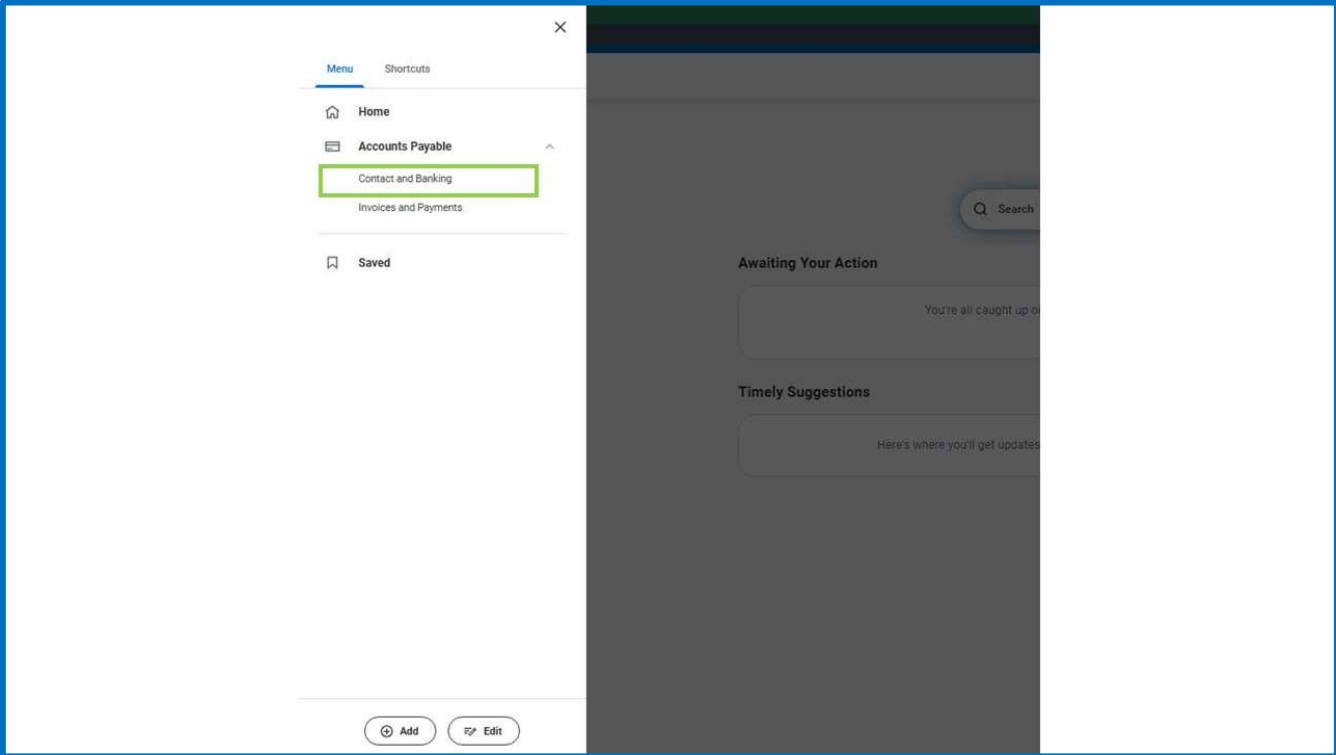
- Supplier - External Supplier Portal User.

Add/Update Remittance Email for EFT Notifications

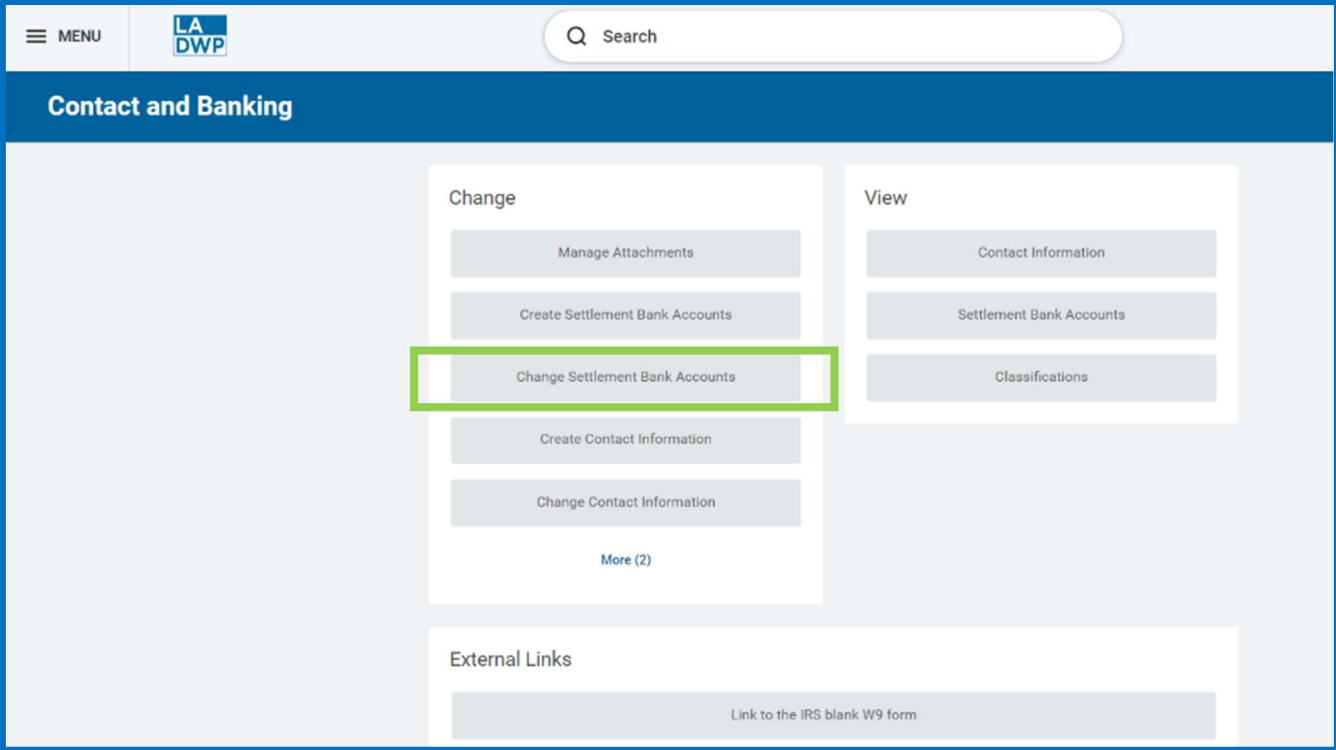
1. Sign in to the **Workday Supplier Portal** through Angeleno log in using your credentials.



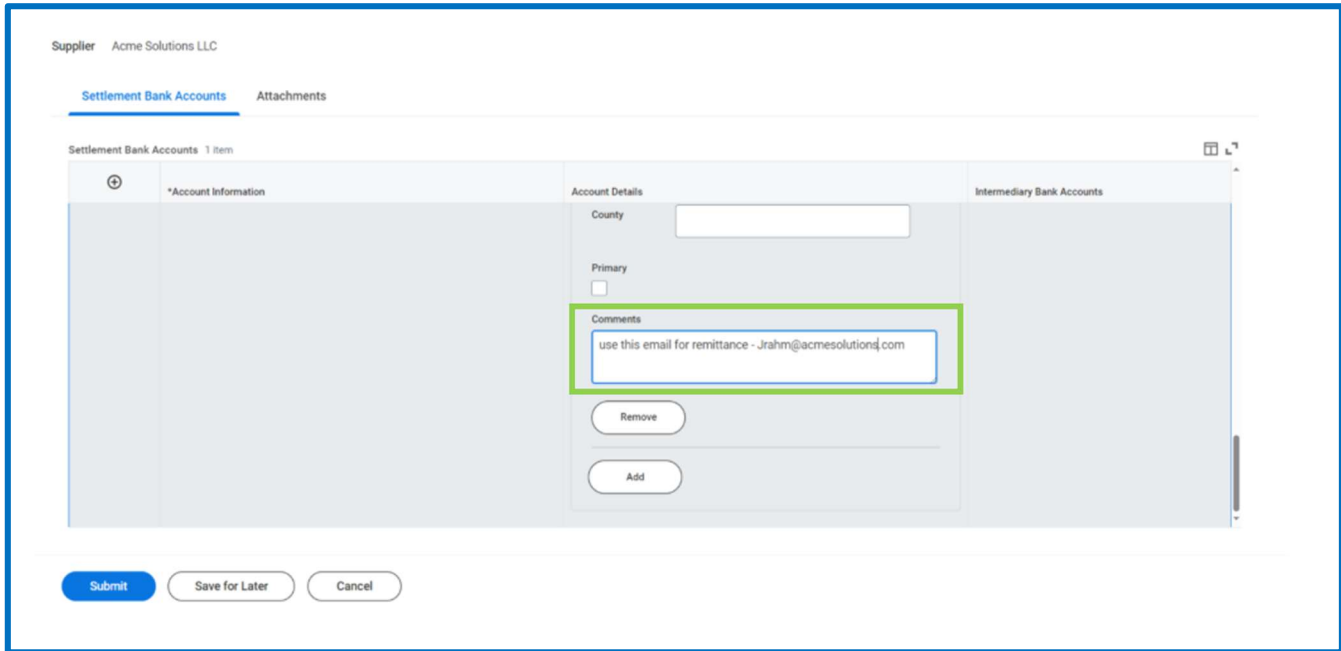
2. From the **Menu** at the top left, navigate to the **Contact and Banking** dashboard.



3. Under the **Change** section, select **Change Bank Settlement Bank Accounts**.



4. The supplier information will be displayed. Go to the **Settlement Bank Accounts** grid and under the **Account Details** column, suppliers will be able to use the **Comments** field to provide an email address to receive EFT remittance notifications.



5. Once the Remittance email has been added to the comments field, hit the **Submit** button to save the remittance email.