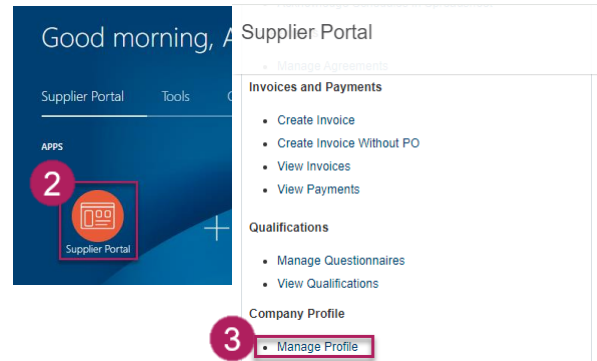# Update A Supplier Bank Account Information
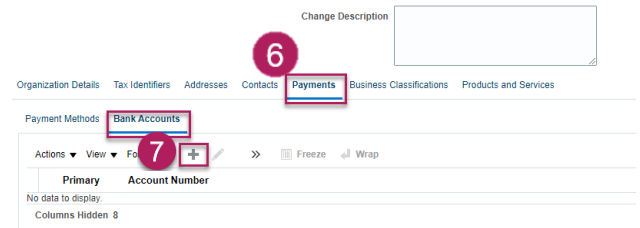
> **PURPOSE OF JOB AID**
> *This job aid will guide Supplier end users through updating their bank account information in their supplier profile using the Supplier Portal.*

- *Helpful Hint:* All submitted banking changes must go through our Banking Validation process.

- The Banking Validation process requires us to have a phone call with the CFO or Top Financial Officer of your company to verify the banking information received.

1. Log into Supplier Portal via username and password

2. Select the **Supplier Portal icon**

3. Select **Manage Profile**

   - *Helpful Hint:* The Manage Profile link is at the bottom left corner of the screen.

4. Select **Edit**

5. Select **Yes**

6. Navigate to the **Payments** tab and select the **Bank Accounts** tab

7. Select the **plus icon** to add a new bank account

8. Enter the **Country** to unlock the **Bank Name** and **Bank Branch**

9. Enter **Account Number** (double check for typos, the banking comes to us masked with only the last 4 digits viewable)

10. If you skip **Bank Name** and enter the routing number in **Bank Branch**, **Bank Name** should auto-fill

11. Attachments are required to submit the banking update. Select the **plus icon** next to the **Attachments** field.

12. The attachment we require is your W-9. For category select **Other Document**

13. Click **Choose Files** or Drag your file into the field

14. Select **Ok** and then Select **Ok** again
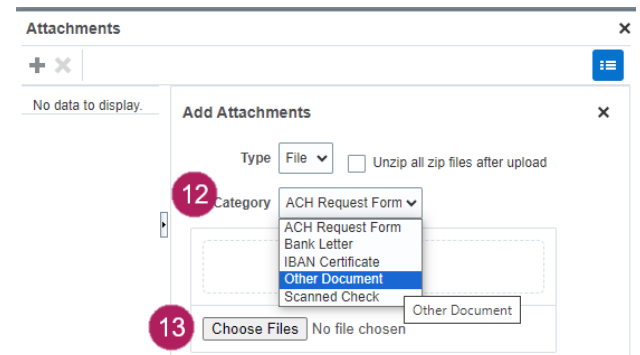
# Update A Supplier Bank Account Information

**PURPOSE OF JOB AID**

*This job aid will guide Supplier end users through updating their bank account information in their supplier profile using the Supplier Portal.*

15. Select **Review Changes,** do not select Save and Close. This will save the change request as a draft.

16. Review the changes to ensure accuracy of updates



17. Select **Submit**

18. Select **Ok**

19. Select **Done**

**If you have any issues with entering banking information, please reach out to Procurement@bcbsm.com**