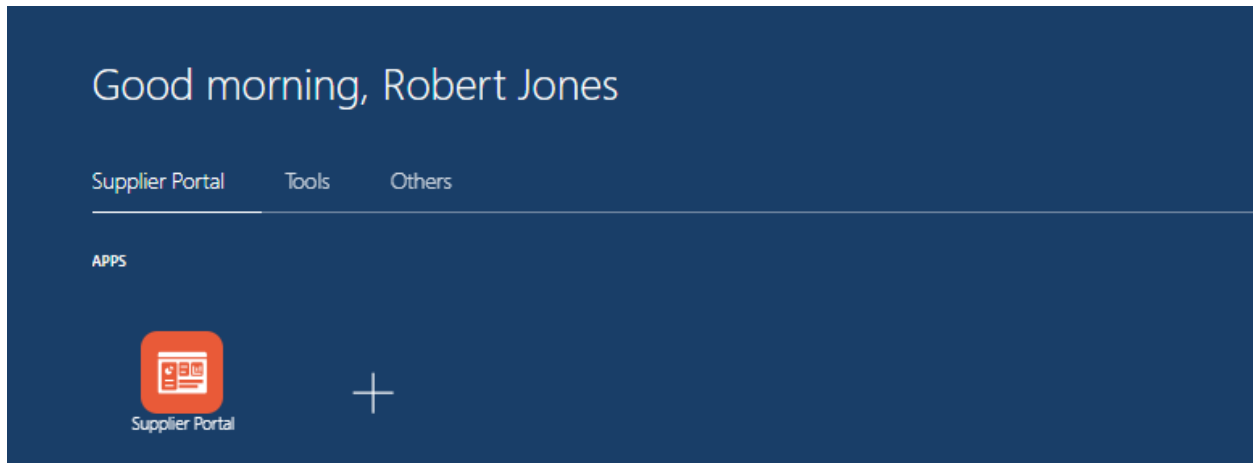




Update Payment Method

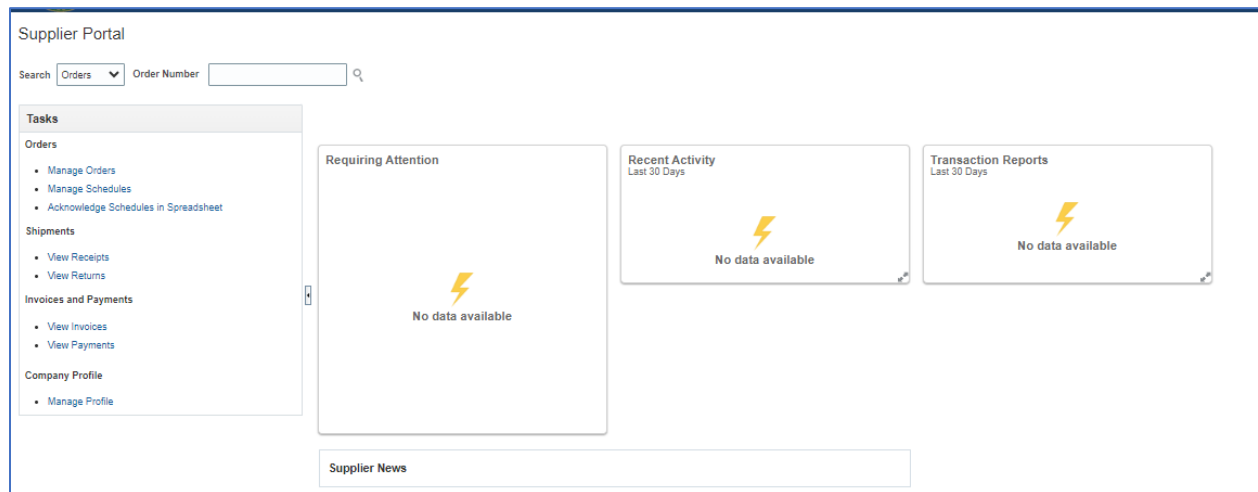
- Use your credentials to log on to Supplier Portal linked at ChicagoParkDistrict.com/supplier-portal. Your username is your email.

The Supplier Portal Landing Page Appears



- Click on Supplier Portal Icon

The Supplier Portal Homepage appears



- Click on the **Manage Profile** link

The **Company Profile** page appears. Organization tab is displayed.



CHICAGO PARK DISTRICT

Update Payment Method

Company Profile 🔗 Edit Done

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company XYZ Company Tax Organization Type Corporation
 Supplier Number 72881 Status Active
 Supplier Type Supplier Attachments W9 Document.docx (1 more...)

Identification

D-U-N-S Number National Insurance Number
 Customer Number Corporate Web Site
 SIC

Corporate Profile

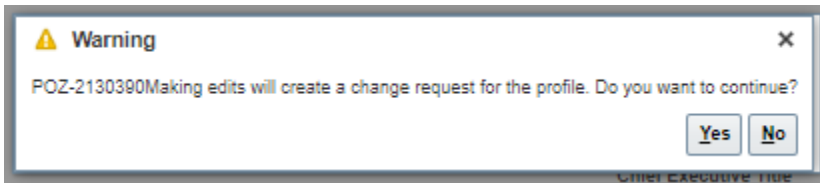
Year Established Chief Executive Title
 Mission Statement Chief Executive Name
 Principal Title
 Year Incorporated Principal Name

Financial Profile

Current Fiscal Year's Potential Revenue
 Preferred Functional Currency
 Fiscal Year End Month

- Click on **Edit** to make changes to profile information.

You will see the following message. Any edits will create a change request that must be approved by the Chicago Park District before taking affect.



- Click **Yes** to continue with making any changes.
- Click on the **Payments** Tab.

Edit Profile Change Request: 88010 Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

Payment Methods Bank Accounts

Actions View Format Freeze Detach Wrap

Default	Payment Method	From Date	To Date
<input checked="" type="checkbox"/>	Check	10/02/2008	mm/dd/yyyy
<input type="checkbox"/>	Electronic	10/02/2008	mm/dd/yyyy
<input type="checkbox"/>	Wire	10/02/2008	mm/dd/yyyy



Update Payment Method

- Indicate to be paid by Manual **Check** or **Electronic** Direct Deposit Payment. Select the payment method by clicking on the name and the row will turn blue.

Edit Profile Change Request: 88010 Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods Bank Accounts

Actions View Format + X Freeze Detach Wrap

Default	Payment Method	From Date	To Date
	Check	10/02/2008	mm/dd/yyyy
	Electronic	03/07/2024	mm/dd/yyyy
	Wire	10/02/2008	mm/dd/yyyy

- Click on Actions

Organization Details Tax Identifiers Addresses C

Payment Methods Bank Accounts

Actions View Format + X

- Add Row
- Remove
- Set Default**

Payment Method
Check
Electronic
Wire

- Choose **Set Default**. A Checkmark will appear next to the payment method you have chosen.



Update Payment Method

Edit Profile Change Request: 88010

Change Description

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods Bank Accounts

Actions View Format + X Freeze Detach Wrap

Default	Payment Method
	Check
<input checked="" type="checkbox"/>	Electronic
	Wire

- If Choosing Electronic as your payment method, Click on Bank Accounts tab to enter your banking information.

Edit Bank Account XXXX9999

Enter account number or IBAN unless account number is marked as required.

* Country

* Account Number

Bank Name

Bank Branch

Allow international payments

From Date 03/05/2024

Inactive On

IBAN

Currency

Attachments [Bank Document.docx](#) + - X

Additional Information

Account Name

Alternate Account Name

Account Suffix

Check Digits

Account Type

Description

OK Cancel

- In the **Country** field enter the country where this bank account resides.
- Enter your **Account Number, Bank Name and Bank Branch**. Verify the routing number in the Bank Branch list of values. It is the description in the list of values.
- Choose the **Currency** of USD.
- Choose **Account Type** of Saving or Checking.

Note: If your bank does not appear in the list of values then you need to place a request with the Treasury department to add the bank. See FAQ section on the website for more details on how to make this request.

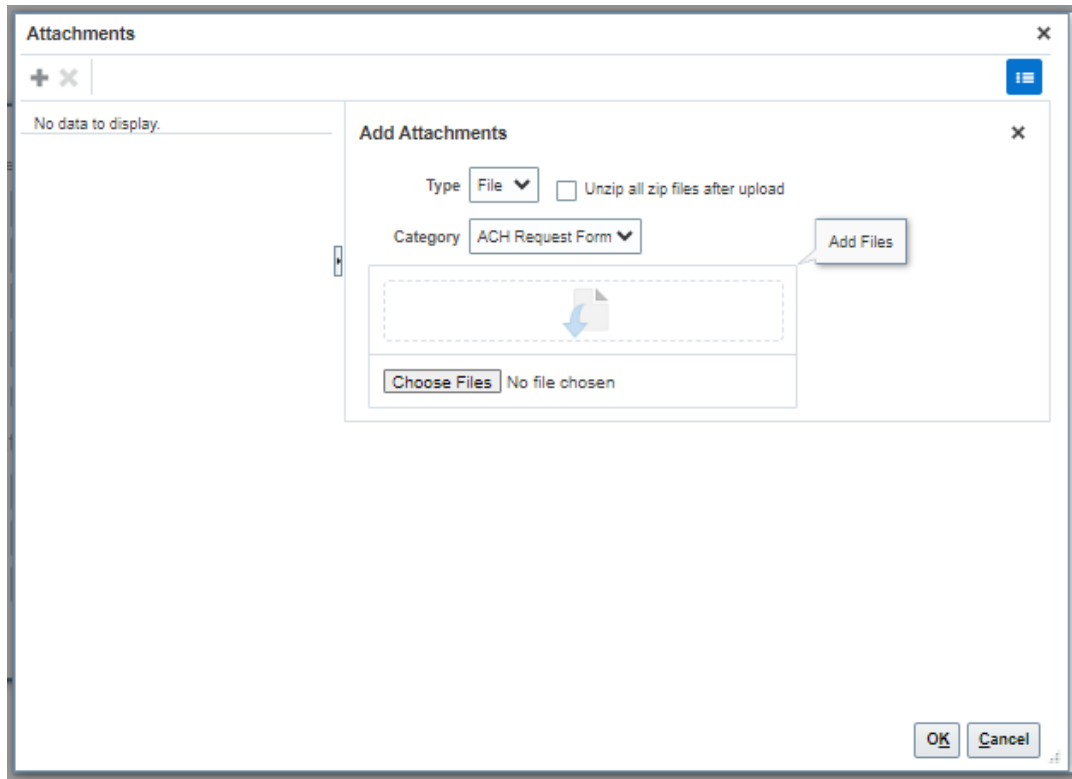


CHICAGO PARK DISTRICT

Update Payment Method

You must attach a voided check or bank letter in order to be setup on ACH. Your change will not be accepted without the proper documentation.

- In **Attachments** field click on the plus sign **+** to add an attachment.



- Click on **Choose Files** and select the banking attachment to upload.
- Choose a **Category** from drop-down list.

Voided Check or **Bank Letter** are acceptable banking attachment types.

- Click on **OK** (You will see the attachment name) .



Update Payment Method

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country	United States	From Date	03/07/2024
* Account Number	XX2312	Inactive On	mm/dd/yyyy
Bank Name	TCF BANK	IBAN	
Bank Branch	CHICAGO	Currency	
<input type="checkbox"/> Allow international payments		Attachments	Bank Document.docx + - x

Additional Information

Account Name		Check Digits	
Alternate Account Name		Account Type	
Account Suffix		Description	

- Click OK.

Note: If adding a new bank account to replace an existing bank account then make sure to set the appropriate bank account as Primary.

- Click on primary bank account row. It will turn blue.
- Click on **Actions**.
- Choose **Set primary**.

A Green checkmark will appear next to the primary bank account.

- When updates are complete choose **Review Changes** button.
- Review the Changes.
- Click on **Submit**.