FIU Self Service Supplier System – Updating Your Payment Method (SUA to EFT)

Suppliers can now login to change their payment method from the Supplier Public Home Page.

1. Click on **Supplier Account Login** and sign in using your User ID (Starts with “SUP”) and your password.
If you do not remember your password, click on **Forgot password**.

Enter your User ID and click **Continue**.

Enter your Primary Email and click on **Email New Password**. (A new password will be emailed to you)
2. After logging in, click **Initiate Supplier Change**.

3. In the Company Profile tab, you will need to update your profile questions by clicking **Profile Questions** and answering all necessary questions.
4. Click **Next** to proceed.

5. Click **Next** to proceed to the **Contacts** tab.
6. Click Next to proceed to the Payment Profile tab.

7. In the Payment Profile tab, click on the Edit Icon to proceed.

8. Click on the Payment Method drop down menu and select Electronic Funds Transfer.
A notification will tell you to uncheck the SUA Checkbox, click OK.

9. **Uncheck** the SUA Checkbox.

10. Click on the Bank Accounts **Edit** icon to proceed.
11. Enter Bank Name, select Account Type and click on the **Search** Icon in the Bank ID Qualifier field to select 001.
12. Enter Bank ID (Routing Number) and Bank Account Number. Click OK to proceed.

13. Click OK to enter banking information.

14. Click Next to review and submit banking information changes.
15. In the **Submit** tab, suppliers can add additional email addresses, review updates/changes and enter any additional comments regarding the changes made. To review the changes made, click **Review**. If all updates/changes are correct, make sure to check the agreement then click **Submit**.

You have successfully submitted your change request and will be notified when your changes have been approved.