



Enrolling for ACH Direct Deposit Quick Reference Guide

Purpose: This document provides instructions for how to submit a request to update your payment method via the Supplier Portal.

Audience: Suppliers with access to the Ascension Supplier Portal

General Information

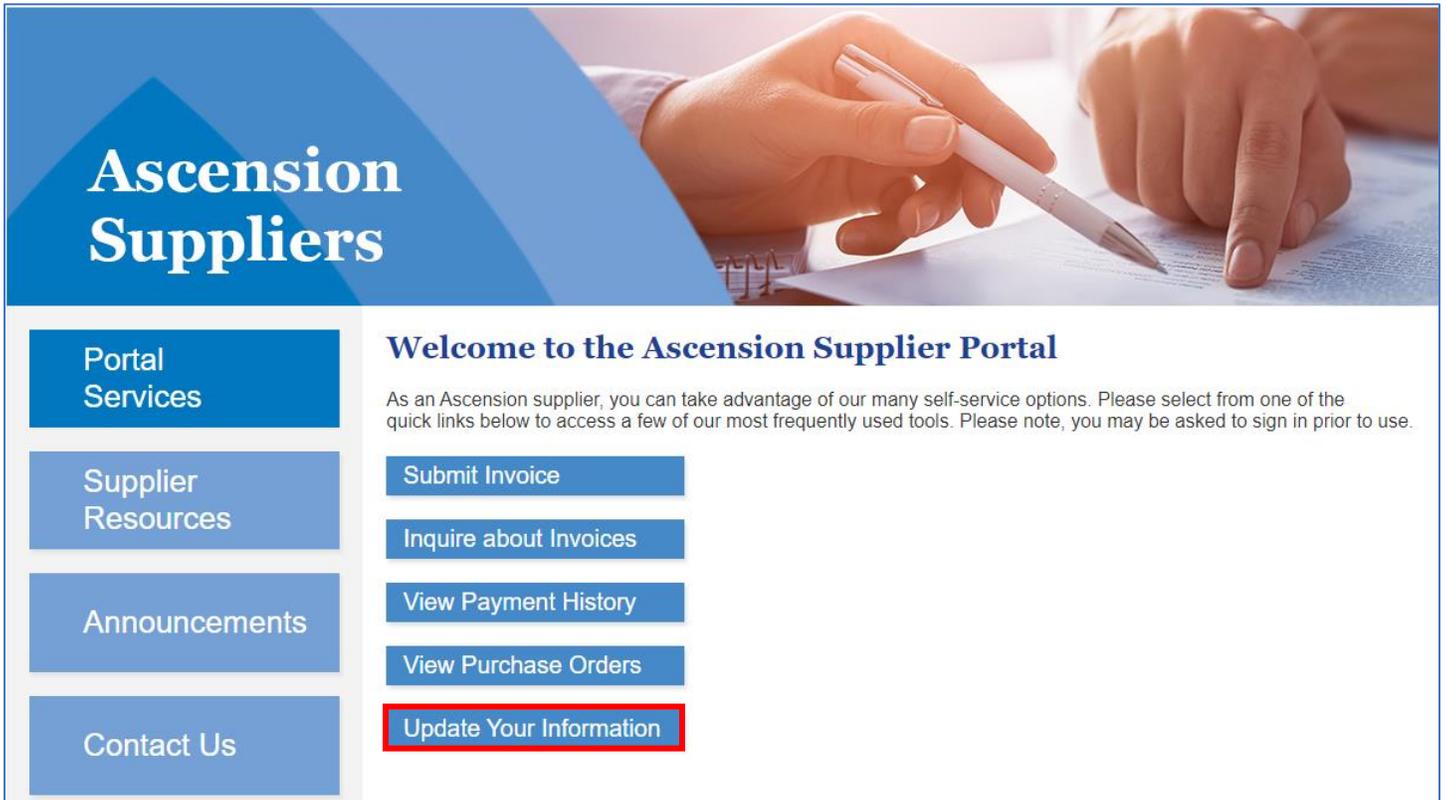
To enroll for ACH direct deposit OR to update your ACH direct deposit banking details, you will need to download the Ascension ACH form and then attach it to your request within the Supplier Portal. Please follow the instructions below to submit your request.

If you do not have a user ID for the Ascension Supplier Portal, please refer to the [Supplier Portal Access Quick Reference Guide](#) for instructions to create a user ID.

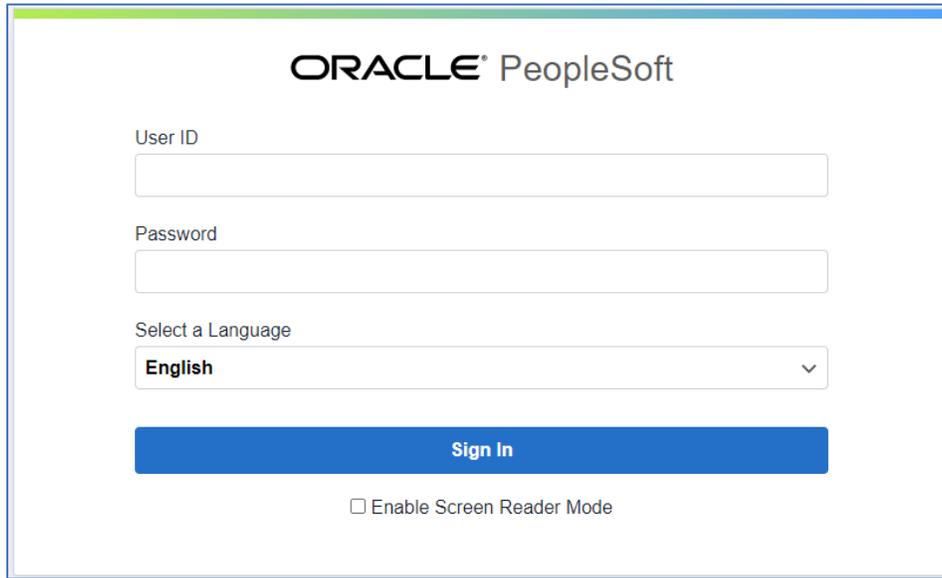
If you are encountering an error when logging in to the Ascension Supplier Portal, refer to the [Supplier Portal Log In Issues Quick Reference Guide](#).

Instructions

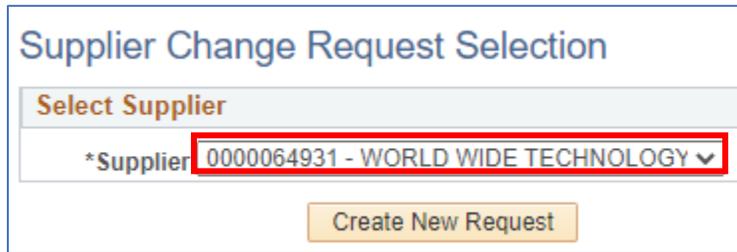
1. Navigate to the Ascension Supplier Portal: <https://supplierportal.ascension.org>
2. Click the **Update Your Information** button.



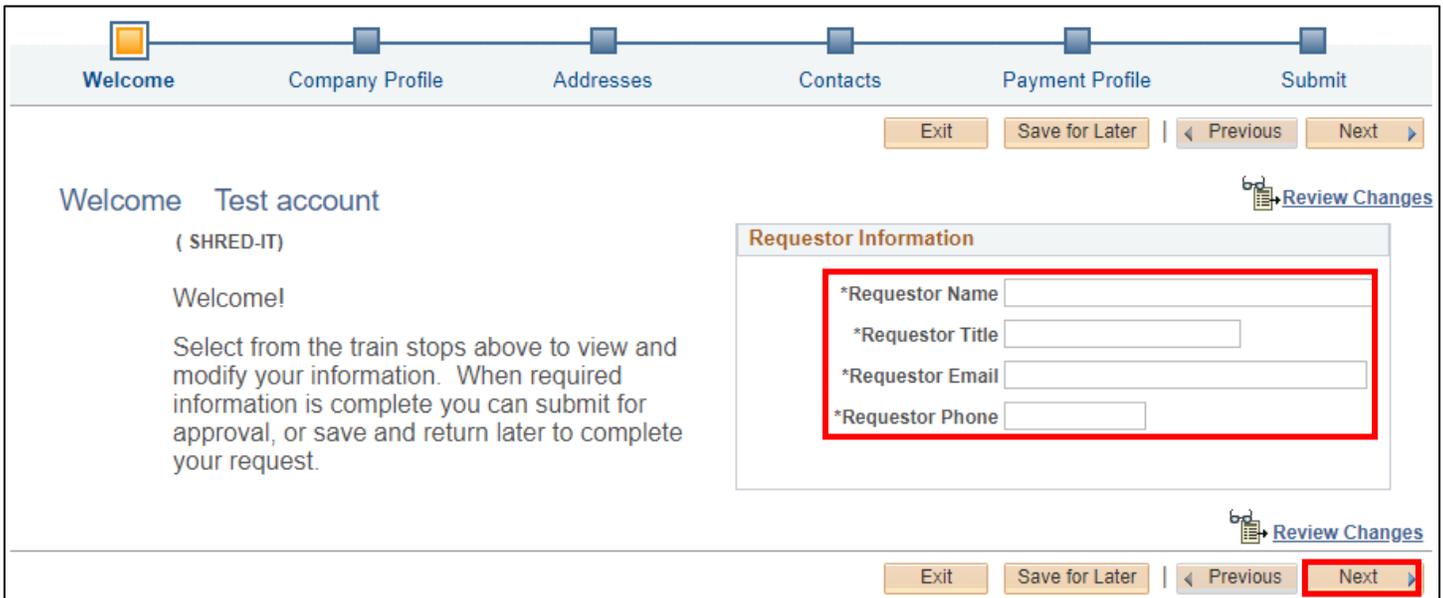
3. A new browser tab will open. Enter your user ID and password in the Oracle PeopleSoft login and click the **Sign In** button. **Note:** Both your user ID and password are case sensitive.



- If you have more than one supplier ID number, you will be prompted to select the supplier that you would like to submit the change for. Select the supplier from the dropdown option and click **Create New Request**.



- On the **Welcome** page, fill in all required fields for the **Requestor Information** section. Your name and email address will auto-populate, but please update both fields so that this information is correct for your request.



- Click the **Next** button to move on to the **Company Profile** page.



7. To enroll for ACH direct deposit OR to update your ACH account information, click the **ACH Form** link to open the ACH form.

8. Save a local copy of the ACH form to your computer.

9. The ACH form is an editable PDF. Complete all fields electronically and be sure to save your changes after you have completed all fields.

10. Once you have completed the form and saved all information to the local file, click the **View/Modify Attachments** link to attach the form to your request.

- On the **Supplier Attachment** page, click the **Add Attachment** button.
- A new row will appear in the Attachments list. Click the **Upload** button to attach your completed ACH form.
- On the **File Attachment** pop up, click **Choose File** and locate the completed ACH form that you saved on your computer.
- Select the file and click **Open**.
- Click the **Upload** button.
- The file will now be displayed in the list of files on the **Supplier Attachment** page. Click **OK** to return to the Company Profile page of the change request.

11. On the **Company Profile** page, complete all required questions in the **Profile Questions** section.

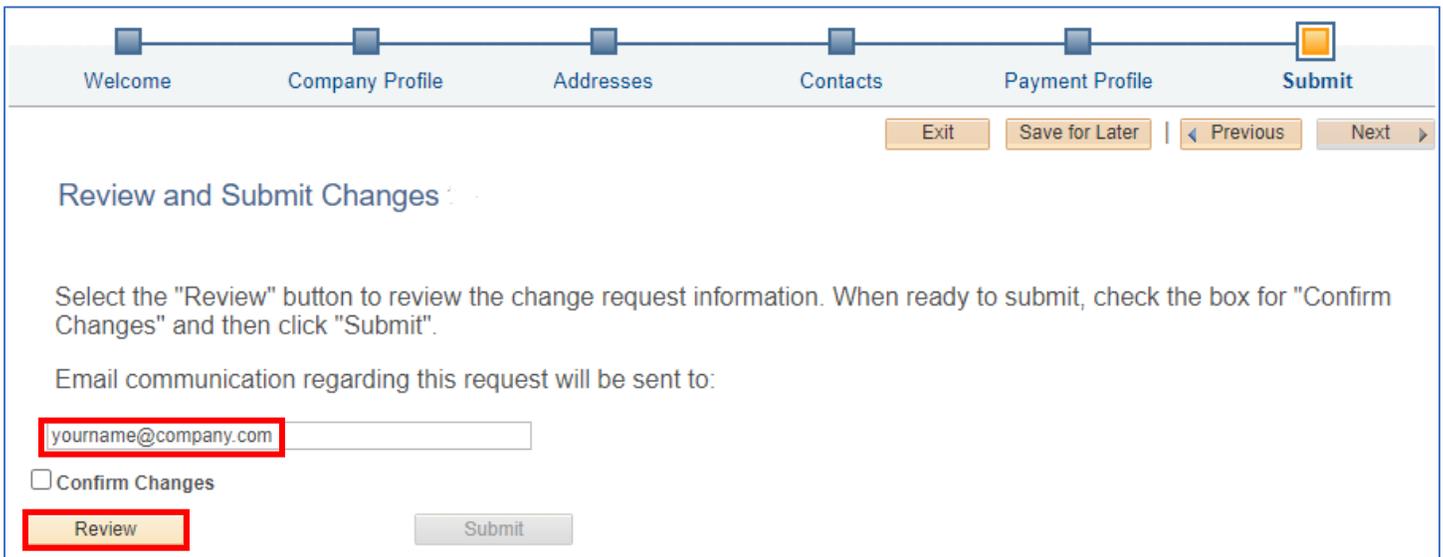


12. After you have completed all required fields on the **Company Profile** page, click the **Submit** icon in the top navigation bar. Please note that your request will not be processed until you have confirmed your changes and clicked the final Submit button.

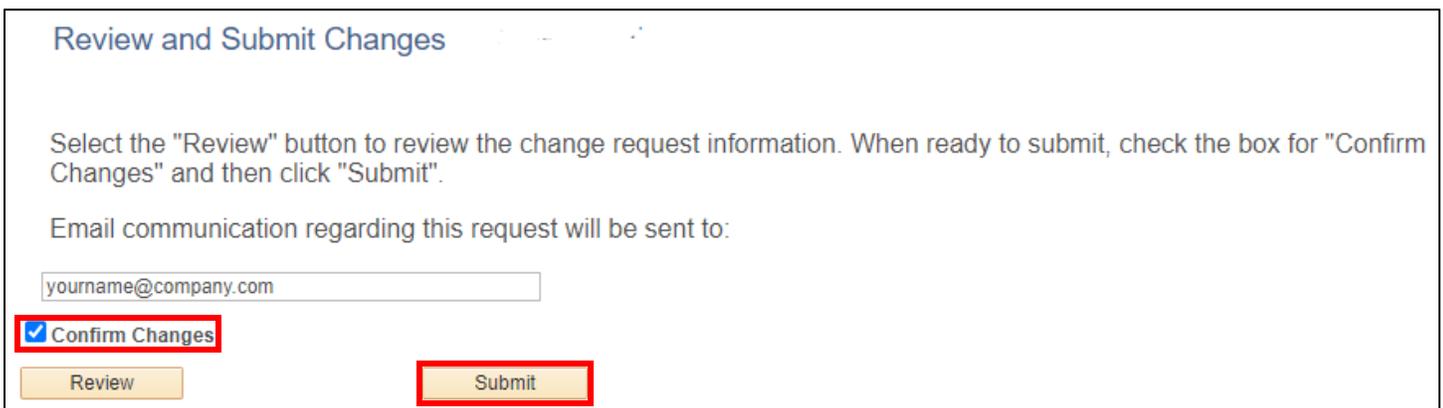


13. On the **Submit** page, you will be prompted to review and confirm your changes. Your email address will auto-populate. Please verify that this is the correct email address to send updates related to this request.

14. Click the **Review** button if you would like to review your changes.



15. Once you are confident that all required information is included in your request, check the box next to **Confirm Changes** then click the **Submit** button.



16. After submitting your request you will see the **Supplier Change Request Submit Confirmation** screen with the Change Request ID. You will receive email updates about this request and can view the status of the request via the Supplier Portal.