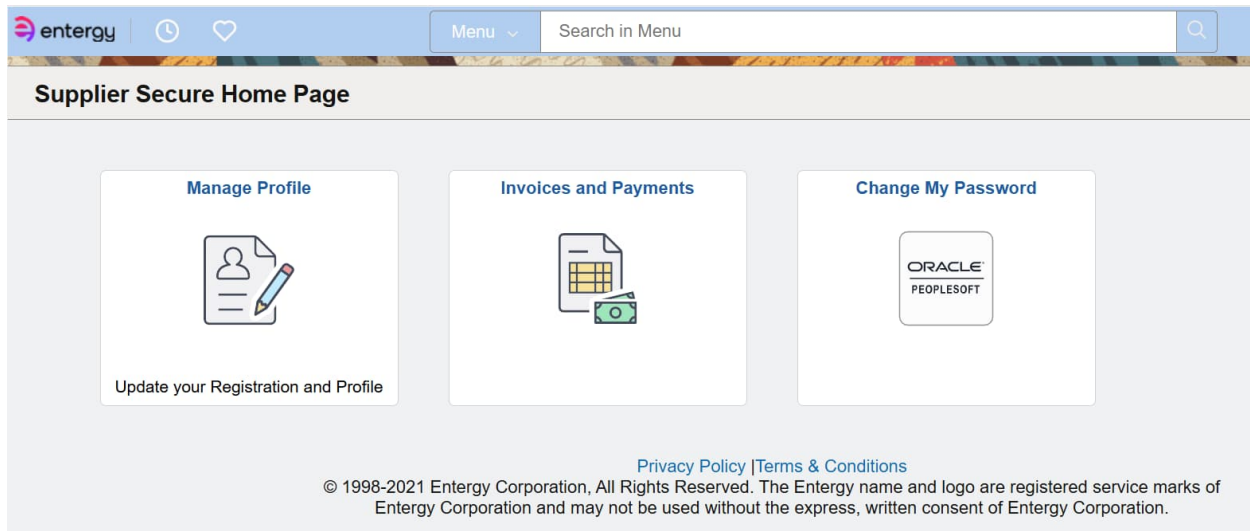




## Update Remittance Email

1. Log into the Supplier Portal
2. Click “Manage Profile”



3. Click “Create New Request”
4. Click “Payment Profile”

Location	Description	Action	Change Effective Date	Default	Edit
01	Location		01/01/2002	<input checked="" type="checkbox"/>	

5. Click the Pencil on the Location line with which the remittance email should be associated
6. Add a checkmark in the box to Enable Email Payment advice and add the requested email to the email ID.
  - a. Multiple emails are allowed as long as the full email address fits inside the field
  - b. **To change** the email remittance address, remove any unwanted emails from the field and add the correct email to review payment advice from Entergy.
  - c. **To remove** all remittance email addresses, remove the email addresses from the field

7. Select the payment type that is associated with this location: Automated Clearing House, System Check, etc.

Payment Profile

Payment Profile for 01 - Location

[Expand All](#) [Collapse All](#)

Payment Notification Preferences

☒ Enable Email Payment Advice

Email ID

Payment Method

Automated Clearing House

Remove

[Add Email Payment Method](#)

Location Comments

Comment

8. Click “OK”
9. Click “Next”
10. Select “Payment Update” under the Audit Reason Code
11. Check the Confirm Changes box

Welcome

Company Profile

Addresses

Contacts

Payment Profile

Submit

Exit

Save for Later

Previous

Next

Review and Submit Changes for TEST COMPANY

Please be aware updates to your information may take several business days to take effect.  
Use the "Review" button to review changed information.  
Use the "Submit" button to submit your change request.

Email communication regarding this request will be sent to:

\*Audit Reason Code

Payment Update

Comments

254 characters remaining

☒ Confirm Changes

Review

Withdraw

Submit

Exit

Save for Later

Previous

Next

12. Click Submit – you will receive a confirmation notice and Change Request ID once it has been submitted.

## Supplier Change Request Submit Confirmation

---

### Pending Approval



You have successfully submitted your Supplier Change Request

Your Change Request ID 0000003904

Any email regarding the request status will be sent to:

esupplier@entergy.com



[Return to Supplier Change Request Selection Page](#)



[Return to Supplier Home Page](#)

