



# How to change address in Payment Compass

## Payment Compass

UC San Diego

Payment Status Company My Contact Info Help

Company Contacts

Notification:

USPS is experiencing delays due to unprecedented volume increases and limited employee availability due to the impacts of COVID-19. Please allow up to 3 weeks for receipt of checks. For faster payment of PO invoices, consider accepting Payment Plus, our virtual credit card program. Enrollment in Payment Plus can be done by updating your registration to Virtual Credit Card in Payment Compass. For more information on Payment Plus click here.

Payment Status for **Your Name Here**

Available Actions

- Manage Company Contacts

Below is a summary of in process or completed payments to **Your Name Here** from UC San Diego for the last year.

For invoices submitted through Payment Compass, the receipt status of the invoice will be available immediately, and the payment status will be updated once it has been processed by Accounts Payable. The status of all other invoices and payment requests will be available once processed into our financial system. If you cannot locate a payment, it may not have been received by the UC San Diego Accounts Payable team. Contact your UC San Diego department contact to ensure they have entered your payment request in our system, or submit your invoice through the option in Available Actions.

Payees registered through Payment Compass have access to update information on their own by simply logging in to [paymentcompass.ucsd.edu](https://paymentcompass.ucsd.edu)

See left image, to update your registration information, click on the **Company** tab in Payment Compass then select **Registration Info**.

It will take you to the next screen below.

On this screen (right), you can review the information that was previously provided, and click on the **“Update Registration”** button.

You will then go through the various dot flow on top of the page: Company Name -> Legal Structure and Tax -> UC Relationship -> Payment Options -> Review and Submit.

Please review any previously provided information and update any information that has changed and then resubmit your Registration Info for UC San Diego review.

Note: This update may require you to resubmit your direct deposit account and routing number information so please have that on hand.