REVIEWING AND UPDATING CONTACTS

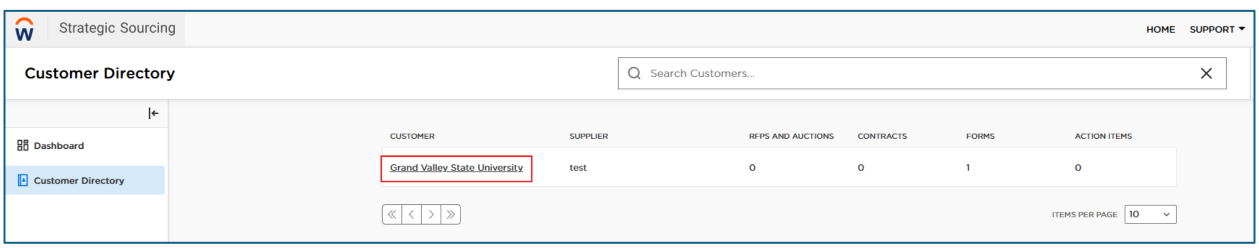
SUPPLIER QUICK GUIDE

Your listed company contacts hold high-level administrative access, including the ability to update banking details, payment methods, and corporate profile information. Regularly reviewing your active contact list helps protect your account from unauthorized changes, ensures sensitive financial communications reach the right people, and prevents payment delays caused by outdated user access.

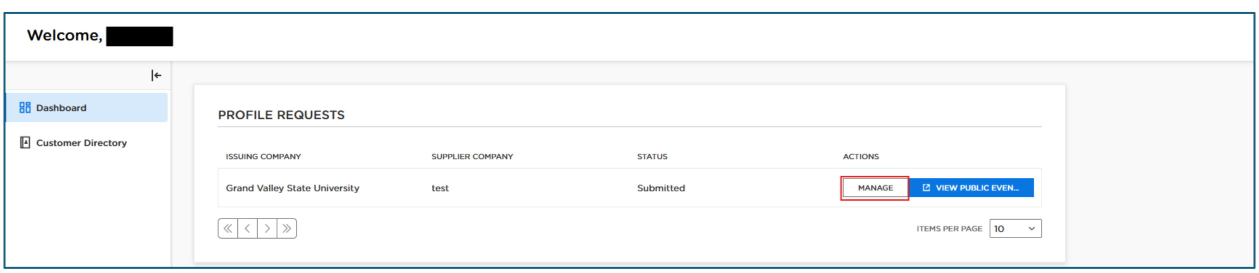
REVIEWING COMPANY CONTACTS

1. After logging in using Workday Central Login, select **Grand Valley State University** from your **Customer Directory** or select **Manage** next to the profile request from Grand Valley State University from your **Dashboard**

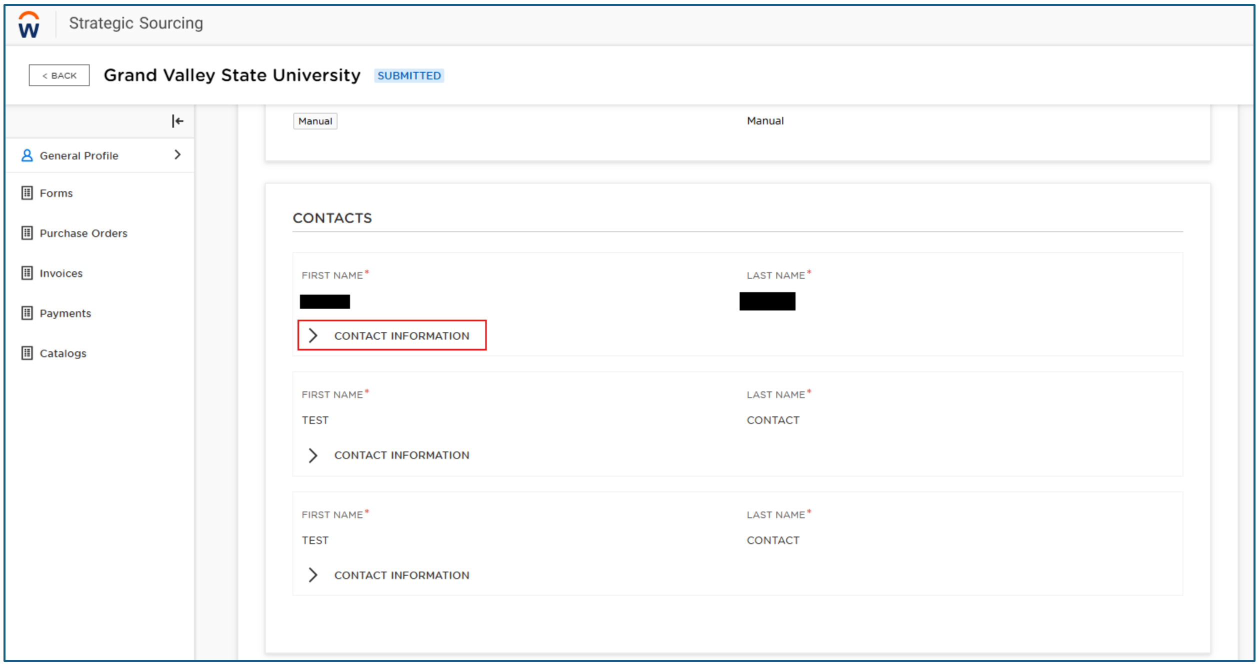
Company Directory:



Dashboard:

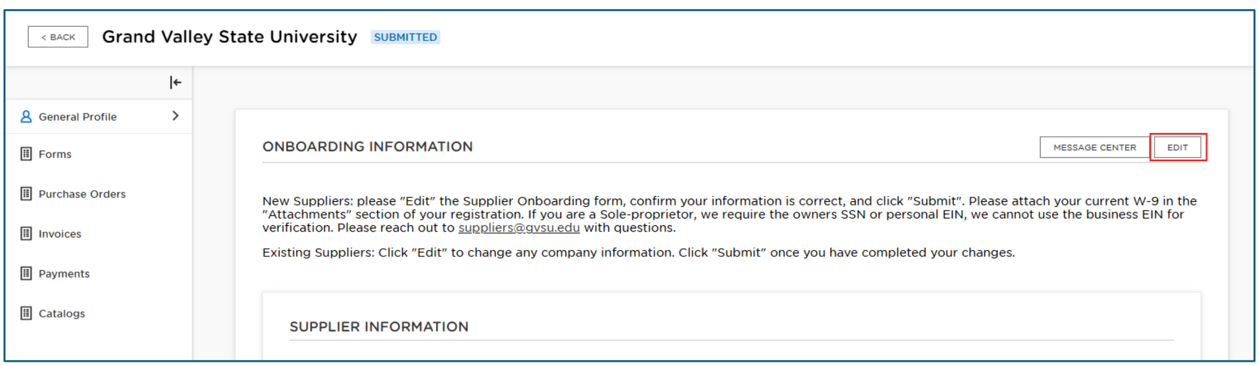


2. Scroll down to the **Contacts** section of your onboarding information. Click to expand the **Contact Information** for any of your listed contacts to review that the information is accurate.

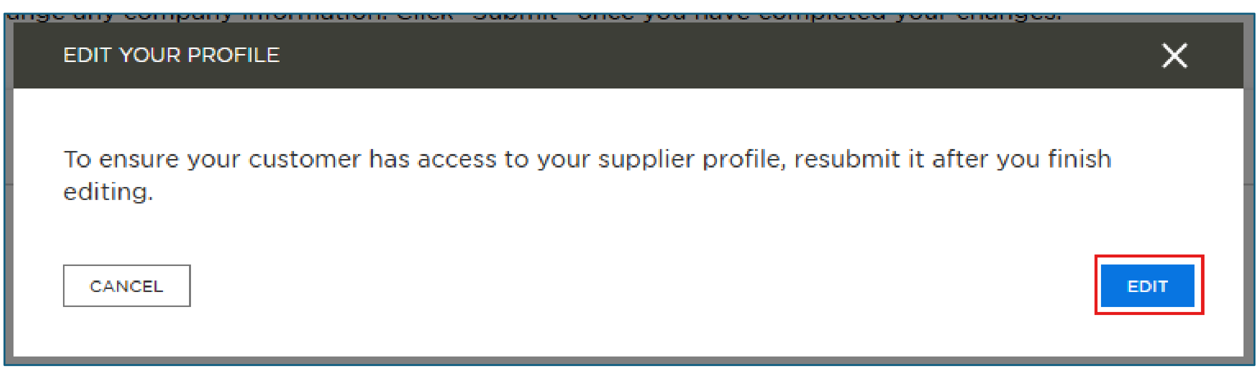


UPDATING COMPANY CONTACTS

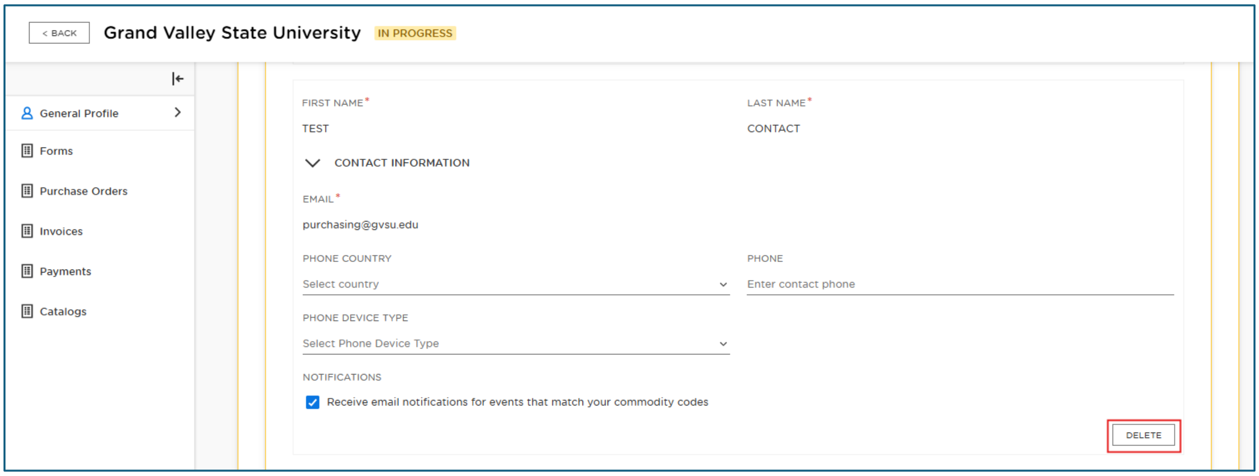
1. If changes are needed, click **Edit** at the top of the onboarding information screen.



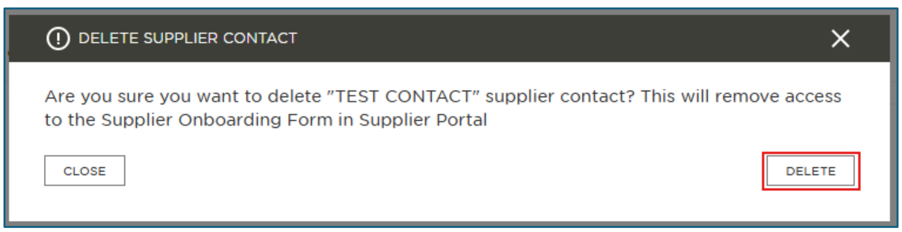
2. Click **Edit** in the message that appears next



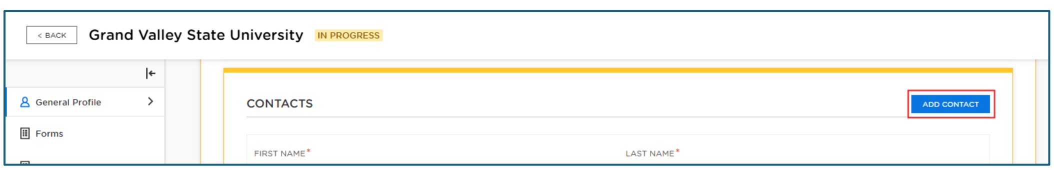
3. Scroll down to the **Contacts** section. You are able to delete any contacts that are not the primary contact on the account by clicking **DELETE**.



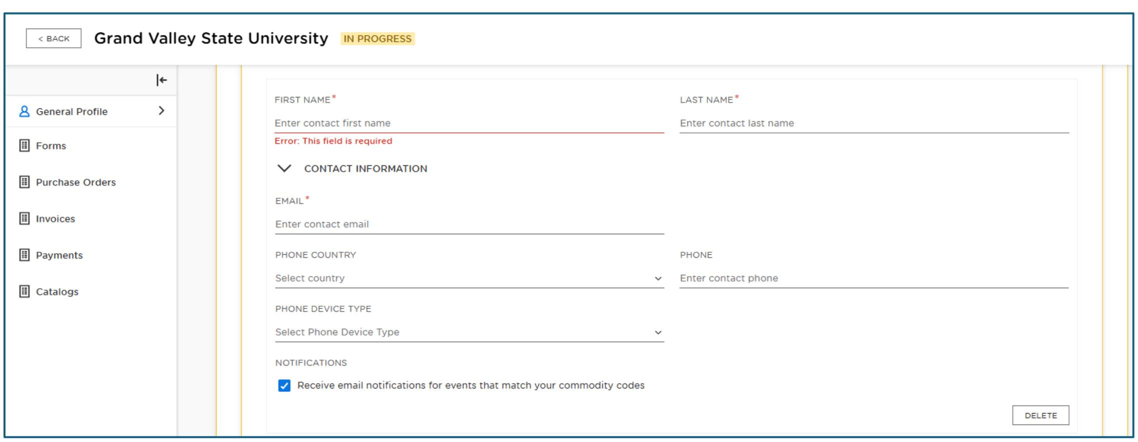
4. Click **DELETE** in the message that appears next



5. To add a new contact, click **ADD CONTACT** at the top of the **Contacts** section.



6. Fill in the required fields. At a minimum, first name, last name and email address are required.



7. Once all changes are complete, click **SUBMIT** at the bottom of the screen.