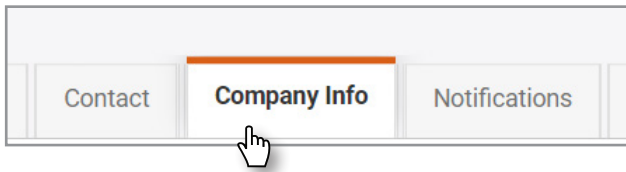# Adding a New Payment Company

STEP 01/05

Click the **More... widget** and then select the **Widget Options** widget.
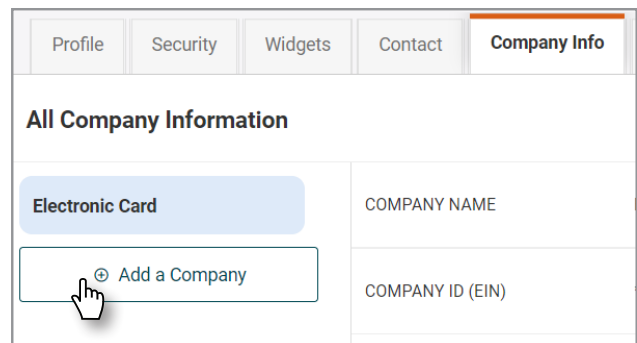
STEP 02/05

Click the **Company Info** tab in Settings.

STEP 03/05

Click **Add a Company.**

Add a new company   ✕

Company Name
[   ]
Maximum 16 characters

Company ID (EIN)
[   ]
Company ID must be 9 numerical digits

Address

Address Line 1
[   ]

Address Line 2 *(Optional)*
[   ]

City
[   ]

State
[▾]

Zip Code
[   ]

STEP 04/05

Fill out the required company information: Company Name, Company ID (EIN), and Company's Address. Then, click the **Add Company** button to add the new payment company.

STEP 05/05

Note: Business user verification may be needed after clicking the Add Company button. In this case, the Verification Needed window will display for you to verify your identity.

Verification Needed   ✕

Please verify your identity before completing this action.

💬 Text   @ Email   📞 Call
_____

The verification code will be sent to your phone via SMS.
Standard messaging rates apply.

PERMISSION INFO

The **Company Info** tab within the Settings widget allows you to manage the business's payment companies without having to contact your FI (as long as you have the **Manage Payment Companies role permission**).

Note: This tab is only available for business users and is not available on mobile devices.