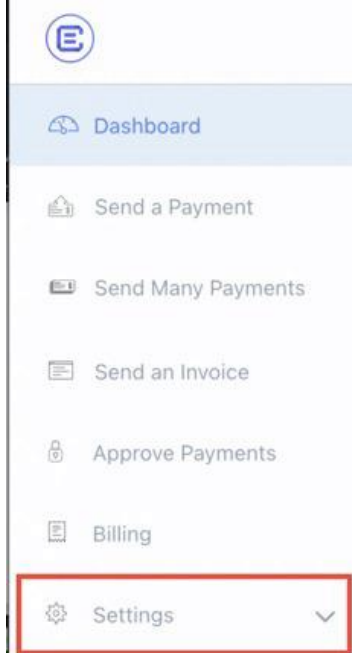
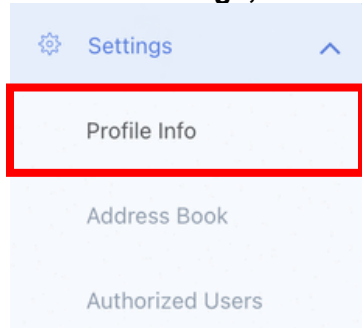


HOW TO CHANGE THE NAME ON YOUR CHECKBOOK PAYMENTS

1. Using your internet browser of choice go to the webpage checkbook.io
 - a. Your login is the primary email address on your account.
 - b. Select “Forgot Your Password” to set up a password if you don't have it saved.
2. Go to “Settings” on the bottom left-hand side of the page.



1. When in Settings, click on the “Profile Info” tab.



Update information in User Information and/or Business Information (for LLC) and SAVE

The screenshot shows a user profile management interface. On the left is a sidebar with navigation options: Dashboard, Send a Payment, Send Many Payments, Send an Invoice, Send Many Invoices, Approve Payments, Billing, Reports, Settings (selected), Profile Info, Accounts and Cards, Address Book, Authorized Users, Referrals, Developer, and Integrations. The main content area is titled 'Profile Info' and is divided into three sections: 'User Information', 'Principal Officer Information', and 'Business Information'. The 'User Information' section includes fields for First name, Last name, Email, Phone number, and Language (set to American English). The 'Principal Officer Information' section includes fields for First Name, Last Name, Full SSN, Birthdate, Occupation, Citizenship, and Officer Address. The 'Business Information' section includes fields for Business name, Tax ID, Business Incorporation Date, Business Website, Industry, and Business Address. Below these sections is a 'Logo' section with a 'Select File' button. At the bottom right is an 'Additional Information' section with fields for Payment Number, Invoice Number, and a checkbox for Multi-Party Payments. A red box highlights a 'Save Changes' button at the bottom of the form. Three red arrows point to the 'User Information', 'Business Information', and 'Save Changes' areas.

User Information

First name
Last name
Email
Phone number
Language: American English

Principal Officer Information

First Name
Last Name
Full SSN
Birthdate
Occupation
Citizenship
Officer Address

Business Information

Business name
Tax ID
Business Incorporation Date
Business Website
Industry
Business Address
City
State, Province or Reg
Zip or Postal Code

Logo

JPEG or PNG (square image)
Select File

Additional Information

Payment Number
Invoice Number
Multi-Party Payments
 Enable

Save Changes