



**Suppliers should log into their ePro / Jaggaer account when changes need to be made to banking information. To update banking information, the individual making the change must have the correct permissions in the system.**

- **Check with your account administrator to determine if your permissions are set up correctly.**
- **If you do not know who your account administrator is, please contact [Jaggaer support](#)**

Log-in to Jaggaer Supplier Support: [JAGGAER: Comprehensive Supplier & Partner Support](#)

From the PPC home screen, use the navigation menu on the left and select Registration – Registration – Manage Registration Profile.

This selection will open the registration checklist. Select Payment Information to make any changes to banking information.

**IMPORTANT!** Do not modify the existing payment method / account. Mark the old account Inactive and Add Payment Information to create a record for the new / updated information.