

## Wells Fargo Payment Manager Electronic Payment Enrollment Information

### **To enroll for ACH payments:**

- Reach out to our applicable Buyer to request to be set up on electronic/ ACH payments with current banking details (bank & routing numbers)
- Once processed internally, Wells Fargo will reach out via email with enrollment instructions & credentials
- Once enrollment process is complete, LSC Communications can process ACH payments based on the enrolled information
- Please note that LSC Communications can't process ACH payments until enrollment with Wells Fargo is fully complete
- Remittance information will be housed in a secure portal and an email notification will be received. Create log in credentials, log in, and review and download remittance advice as needed
- If you need additional help with the enrollment process, please email [achonboarding@wellsfargo.com](mailto:achonboarding@wellsfargo.com)

### **To enroll for Card Payments:**

- Reach out to applicable Buyer to request to be set up on card payment with current email where payments can be received
- Once processed internally, payments will be issued without further enrollment needed
- Remittance information will be housed in a secure portal & an email notification will be received. Create log in credentials, log in, & review and download remittance advice as needed
  - Payment details will be housed in the same email as the remittance advice