



# How to Update Payment Profile Information

## Target Audience: Supervisors

Updated August 24, 2023





## **PAYMENT PROFILE UPDATES**

If you have entered incorrect banking or profile information, you will need to update this through the payment registration wizard in MedSIS. **Once you have updated this information, please inform** preceptor.payments@mcmaster.ca.

### HOW TO UPDATE PROFILE INFORMATION

#### Step 1:

Login to MedSIS (<u>https://medsis.mcmaster.ca</u>) with the same email address and password you used to login for registration. If you cannot remember your password for your email login, please select the "Forgot you Password" option and you will be able to reset your login credentials.

Please click the button below to enter MedSIS 3C using your	MacID.
(+) I	MacID Login
Degin	Forgot your password?
Login:	Do you need login help?
Password:	Contact MedSIS 3C Help Des
Please type your identification information to enter MedSIS 3 logging in, you agree to maintain confidentiality and not to co distribute, or otherwise disseminate any information containe	IC. By ppy, id within the

#### Step 2:

Once you have logged into MedSIS, you will see the option (on the left-hand side menu) called 'Payment Profiles.' Once you select this option, you will be re-directed to the payment module.



#### Step 3:

Once in the payment module, select the button for 'Payment Registration' and proceed to the second step.







#### Step 4:

Please let preceptor.payments@mcmaster.ca know that you have updated your banking or profile information.

## **QUESTIONS?**

If you have any questions or difficulties with this process, please contact Preceptor Payments at preceptor.payments@mcmaster.ca