How to change address in Payment Compass

Payees registered through Payment Compass have access to update information on their own by simply logging in to paymentcompass.ucsd.edu

See left image, to update your registration information, click on the Company tab in Payment Compass then select Registration Info.

It will take you to the next screen below.

On this screen (right), you can review the information that was previously provided, and click on the "Update Registration" button.

You will then go through the various dot flow on top of the page: Company Name -> Legal Structure and Tax -> UC Relationship -> Payment Options -> Review and Submit.

Please review any previously provided information and update any information that has changed and then resubmit your Registration Info for UC San Diego review.

Note: This update may require you to resubmit your direct deposit account and routing number information so please have that on hand.