

# Payment and Delivery Preferences

## Quick Reference Guide

### Respond to your email invitation

1. When you receive an email invitation to enroll in the Payment and Delivery Preferences (PDP) service, use the enrollment link to access the PDP welcome page.

**Note:** If you already have a *CEO* user ID, contact your Wells Fargo representative to have PDP linked to your *CEO* company ID. Once your PDP is linked, click on the *CEO* Sign On page link in the email or sign on to *CEO*.

2. On the PDP welcome page, you begin the process of setting up your user ID and password for the *Wells Fargo Commercial Electronic Office® (CEO®)* portal:
  - a. On the Contact Information page, complete the field as needed, and click **Continue**.
  - b. On the User ID & Password page, create your *CEO* user ID and password according to the guidelines listed on the page, and click **Continue**.
  - c. Review the information on the Verify Enrollment page. If all information is correct, click **Continue**.
  - d. When the enrollment confirmation displays, click **Print** to print the confirmation for your records. The confirmation includes the company ID and user ID you need to sign on to the *CEO* portal.

When you are ready to continue, sign on to the *CEO* portal and access the PDP service.

### Accessing the PDP service for the first time

1. Access the *CEO* portal sign-on page.

**Note:** To simplify accessing the sign-on page in the future, add it as a bookmark in your browser.

2. Enter your *CEO* company ID, user ID, and password, and click **Sign On**.
3. If you are using your *CEO* user ID for the first time, enter information about yourself and review information about the *CEO* portal. Follow the instructions on each page to complete the process and access the PDP service.

**Note:** If you have accessed the *CEO* portal previously, the *CEO* portal home page displays after you sign in.

4. Under My Services, click **Payment and Delivery Preferences**. A separate browser window opens the PDP service.

### Complete your enrollment in the PDP service

When you first access the PDP service, the Enter Validation Code page displays.

1. Enter the information as provided in your enrollment invitation email, and click **Continue**.
2. Enter information into the fields on the User Profile page.

Contact Information	By default, includes information from your <i>CEO</i> user profile. You can change the information, if needed.
Payment Account Information	Enter information to identify your payment account.
Remittance Delivery Channels	Select your preferred remittance delivery method and complete the other fields as needed.

3. Review the information on the Verify User Profile page. If all information is correct, click **Submit**.

### Edit your enrollment information

If needed, you can edit your PDP enrollment information.

1. Access the *CEO* portal sign-on page, enter your *CEO* company ID, user ID and password and click **Sign On**.
2. Under My Services, click **Payment and Delivery Preferences**. A separate browser window opens the PDP service.
3. Select **View Biller/Payor** from the left navigation menu.
4. Select the tab for the information you want to edit (**Payment Information, Delivery Channel**).

**Note:** The Biller/Payor information can be viewed but cannot be edited.

5. Edit the information as needed, and click **Save**. A confirmation message displays on the page.

