

CANDEX

How to add a new billing entity

Using Candex to update your billing anytime
from anywhere

Add a New Billing Entity at First

- Your billing entity is your bank account details. Please note that you cannot process payments through Candex without adding your billing information on to the system.
- You can either add your billing information when you Request Payment from an Employer:
- When adding a new bank account, start by selecting the Country, as this selection may affect the other fields:

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Add Invoice [? Sign out](#)

R95780 Sr Engineer
Pfizer | New York | 2 participants

[Invite Finance](#) [View Order](#)

Pay To: [Add Detail](#)

Bill To: Candex Solutions Limited
420 Lexington Avenue, Suite 300
New York, NY 10170
Tax ID #: 45-2805653

Deliver To: Zebra
New York

Item
Designate the "Pay To" and upload invoice

I acknowledge that goods/services are being provided

[Submit](#) [Skip for Now](#)

Add Detail [Close]

Entity

Name

Country

Address

City

Zip Code

Tax Classification

W9

[Upload File](#)

Bank Details

Bank Name

Bank Country

Currency

Account Holder

Account #

ACH Routing#

[Add](#)

Zack Miller
Online

Add Another Billing Entity

- Or Click on "settings" and then "entities" on the left side. Click on the plus sign [+] next to "pay to" and fill out the banking details.
- If you are unsure with some of the fields, place your mouse over the question mark icon for a quick explanation.

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Payment Entities +

search ? Sign out

My Activity 3

My Requests 2

Order Feed

Settings

PERSONAL SETTINGS

- Preferences
- Profile

COMPANY SETTINGS

- Setup
- Teams
- Entities

Miller GmbH
Germany

Miller LLC.
US

D David London
Online