

Banking Changes

Supplier Guide to Updating Banking Information

Through electronic payments, businesses can make secure transactions with the click of a button. On occasion, banking information changes and suppliers need to update their account information.

See our comprehensive overview of the process for updating your business's banking information.



STEP 1

Supplier submits their contact information, indicating interest in changing banking information.



STEP 2

AEP responds to supplier within 3 business days of receiving the submission, with a link to the Personal Data Portal (PDP) website.



STEP 3

Supplier uses link in email to access the PDP portal.



STEP 4

Supplier submits banking information changes using the portal.



STEP 5

AEP contacts the supplier to confirm the change.



STEP 6

Supplier banking records are updated with AEP. This process can take up to 5 business days from submission.

Update Information at [AEP.com/BankingChanges](https://www.aep.com/BankingChanges) →