Reset Payment Center Password

1. Go to: https://centresuite.com/
2. To receive the password hint you previously created, choose [Forgot your password?]
3. To reset your password, chose [Reset Logon Credentials].

4. Enter Your User ID.
5. Enter your work email address you used when creating your Payment Center account and choose [SUBMIT].

6. The system will send an email to you. Choose [Continue]

Bank of America Merrill Lynch — **Payment Center®**

Need to reset your logon credentials?

An email has been sent which will have instructions to complete the process.

CONTINUE

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Supported Browsers: Microsoft Windows version of Internet Explorer 9.0 or 10.0, Google's most current version of Chrome and Mozilla's most current version of Firefox

7. Go to your email account. Depending on how you have your email account setup, your screen may look different than this screenshot. Watch for the email from notifications@centresuite.com. If you do not receive it in a timely manner, check your Junk Email folder. Once received, click on the link provided.

8. The link will take you back to Payment Center. Enter your user ID, click [Reset your password?], and [CONTINUE].

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Need to reset your logon credentials?

User ID [i]

Enter your user ID

☐ Unlock your account?

☑ **Reset your password?**

CONTINUE   Cancel

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9. This screen will appear. Choose [OK].

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Need to reset your logon credentials?

Your temporary logon credentials have been emailed to you.

→ [OK]

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10. Go back to your email account. Look for the new message from notifications@centresuite.com. Locate the new password. Either note or copy the string of characters.

11. Go back to Payment Center and enter your [User ID] and [Password]. The password is the one received in the email. Click [LOG ON].

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Enter credentials

User ID

Enter your user name.

Password (Forgot your password?)

Enter the temporary password provided in the email.

Language

English (United States)

LOG ON

Additional Information
Forgot your password?
Reset Logon credentials?

Registration
Not registered?

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12. Enter the [Old Password], which is the one you received in the email. Enter and re-enter your newly created password. Add a password hint and then [Save].

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Please enter a new password

Already have an account?
Log On

Old password:

Re-enter the temporary password provided in the email.

New password: [?]

Enter your newly created password.

Confirm new password:

Re-enter your newly created password.

Password hint: [?]

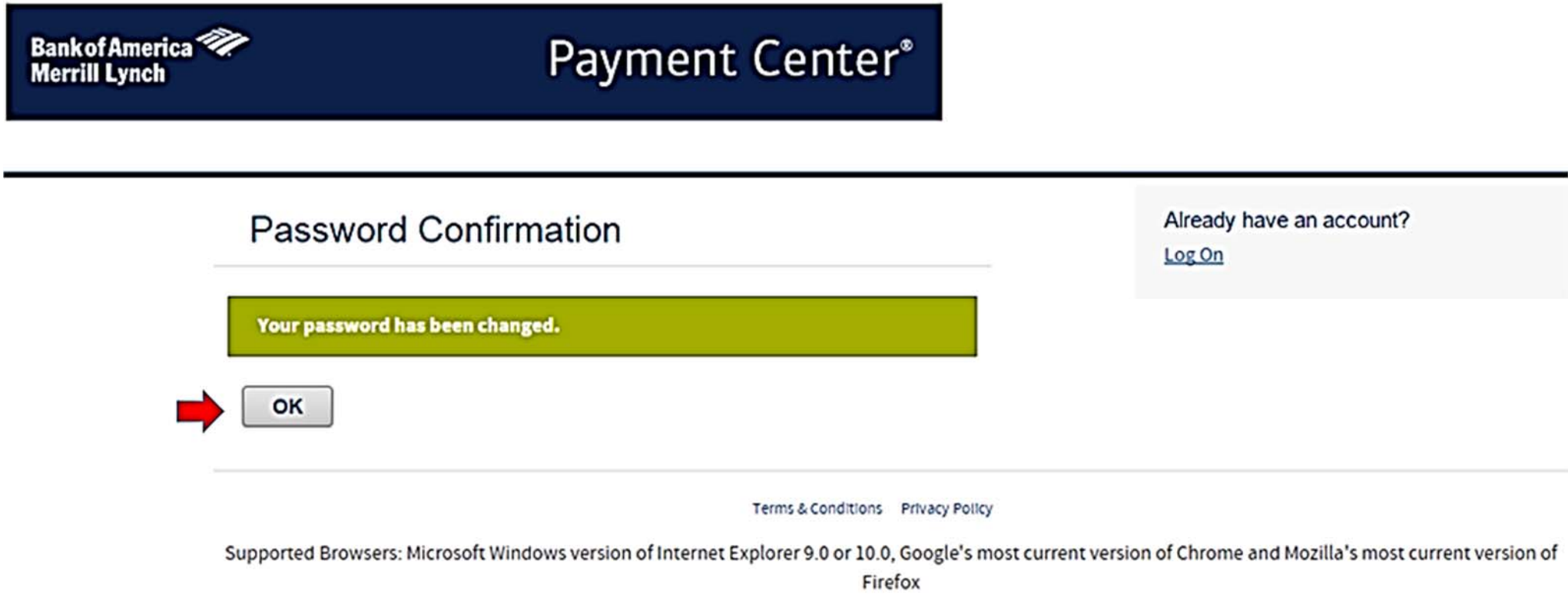Insert a password hint. It must be longer than a few characters. If you forget your password, this can be emailed to you.

SAVE   Cancel

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13. Select [OK], and you have finished resetting your password.

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Password Confirmation

Your password has been changed.

OK

Already have an account?
Log On

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