How to Update Payment Profile Information

Target Audience: Supervisors
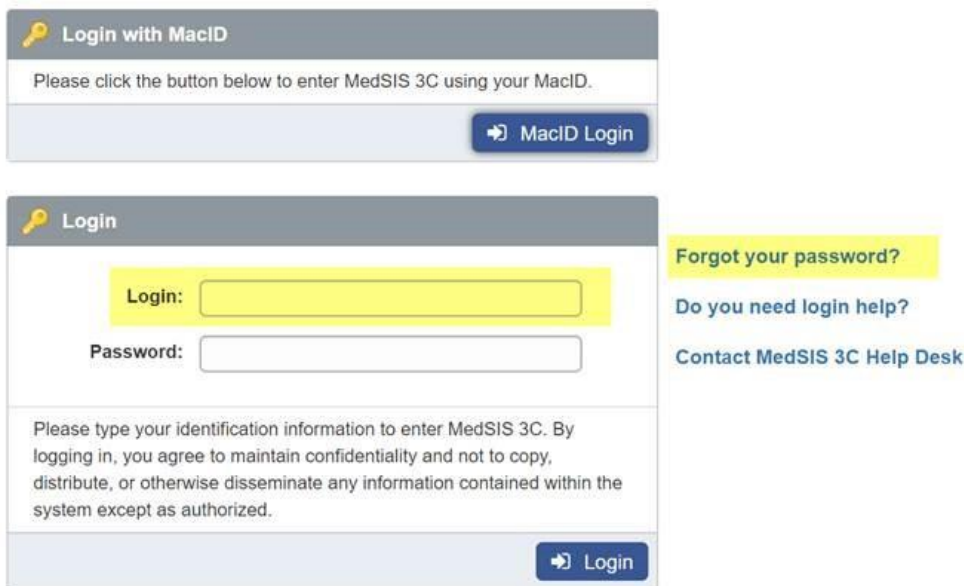
Updated *January 27, 2020*

PAYMENT PROFILE UPDATES

If you have entered incorrect banking or profile information, you will need to update this through the payment registration wizard in MedSIS. **Once you have updated this information, please inform preceptor.payments@mcmaster.ca.**
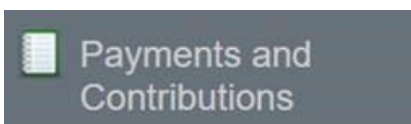
HOW TO UPDATE PROFILE INFORMATION

Step 1:

Login to MedSIS (https://medsis.mcmaster.ca) with the same email address and password you used to login for registration. If you cannot remember your password for your email login, please select the "Forgot you Password" option and you will be able to reset your login credentials.

Step 2:

Once you have logged into MedSIS, you will see the option (on the left-hand side menu) called 'Payments and Contributions.' Once you select this option, you will be re-directed to the payment module.

Step 3:

Once in the payment module, select the button for 'Payment Registration' and proceed to the second step.

Step 4:

Please let preceptor.payments@mcmaster.ca know that you have updated your banking or profile information.

QUESTIONS?

If you have any questions or difficulties with this process, please contact Preceptor Payments at preceptor.payments@mcmaster.ca