Congratulations you won some money in a tournament, unfortunately, you do not have a workday account set up . Please click on the link below to watch the video on how to set it up.

- Watch this step-by-step video on how to Create a New Contestant Account then click on the link below to complete!
- Start your registration process in the Contestant Registration Portal

Please email mbrown@pgahq.com and jhaynes@pgahq.com when you have fully completed the workday sign-up.

HOW TO UPDATE YOUR BANKING INFO IN PGA WORKDAY

** **You must use a Laptop or PC** ** You cannot use a Mobile Phone or Tablet

Use this **Link** to Access Your PGA Workday Account: **My PGA Workday Account**

or <u>copy and paste</u> this **URL** into your browser:

https://www.myworkday.com/wday/authgwy/pgahq/login.htmld?redirect=n

1. Login into your PGA Workday Account.

Use the PGA username and password used in the PGA Registration Portal.

If you've forgotten your password, please click on the **FORGOT PASSWORD** link.

2. **Click on the MENU icon in the upper left corner.**

3. **Under the "Apps" column, click on the Contact & Banking link.**

Apps   Shortcuts

Contact and Banking

4. **Under the "Change" column, click "Create Settlement Bank Accounts**

Change

Create Contact Information

Create Settlement Bank Accounts

5. **Click the Orange OK button to initiate the change.**

OK   Cancel

6. **Click on the "Settlement Bank Account" tab. Then click the (+) sign to add a new bank account.**

Contact Information   Settlement Bank Account   Tax Information

Settlement Bank Account   1 item

⊕	Settlement Bank Account	*Account Information

7. **Enter your bank account information. Fields notated with a red asterisk (*) are mandatory.**

*Account Information		Account Details	
Account Nickname		Country *	
My Checking Acct		✕ United States of America ☰	
Account Type *		Routing Transit Number *	
⦿ Checking		063210027 (sample)	
○ Savings		Bank Name *	
		Bank of America	
Supplier Connection Payment Types		Bank Identification Code	
✕ ACH ☰			
Payment Types			
✕ ACH ☰		Account Number *	
For Supplier Connections Only		123456789	
☐		Bank Instructions	

8. **When complete, click the Orange "Submit" button to complete your actions.**

Submit   **Save for Later**   **Cancel**

* **To have your payment reissued, please email sectionap@pgahq.com** *

* **For technical assistance, please email suppliersupport@pgahq.com** *