# procurePHX
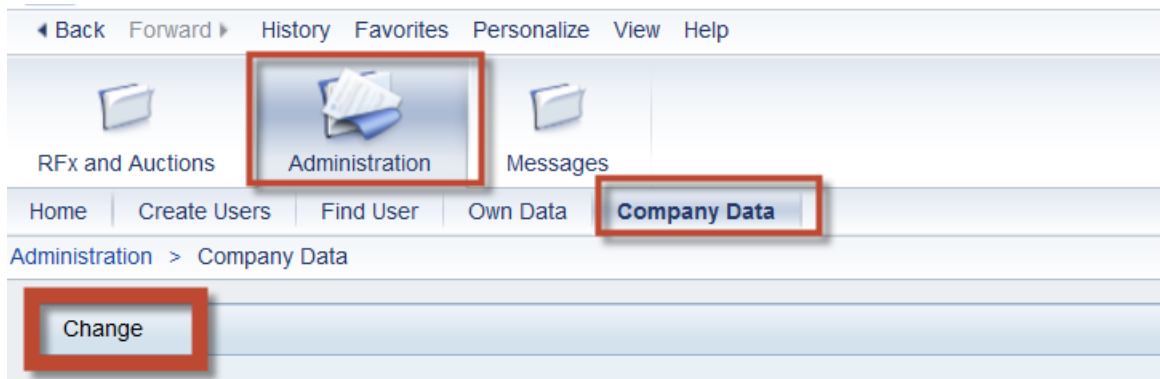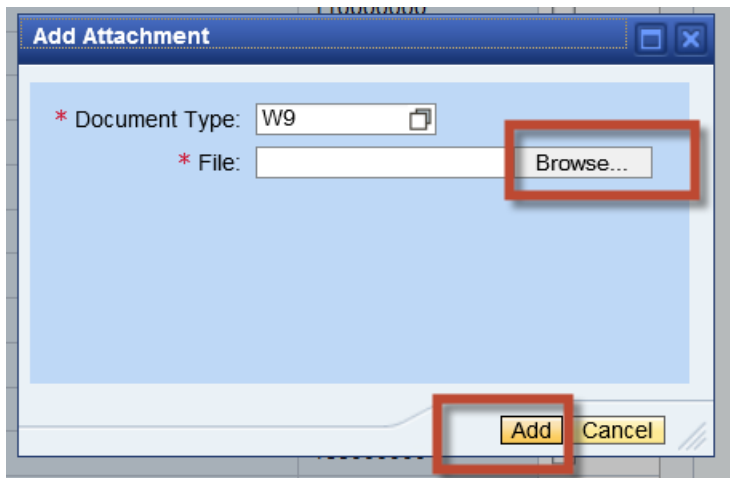
# Add a W9 to procurePHX Portal



Step 1. On the Administration Tab click on the Company Data tab.

Click on Change.

Now scroll down to the bottom of the screen and look for Attachments.

## Step2. Click on Add Attachment.



## Step 3. Find your W9 on your computer by clicking on Browse and search for a SIGNED and completed W9 form.

Then click Add.

You have now attached you W9.