Before logging into PaymentWorks, please have the following available:

- Your TIN (employer identification number or social security number)
- Most recent invoice number
- Most recent invoice dollar amount

1. Go to www.paymentworks.com/uconn and click Existing Supplier
2. Enter your personal/company information, along with your email address. Create a password. After reviewing the terms of service, click the check box to agree to the terms. Click **join now**.
3. You will receive an email from PaymentWorks.

4. When you receive the confirmation email from PaymentWorks, click **verify email**.
5. Click Sign In

6. Enter your email address and password as created in Step 2.
7. Click on the **Connect** tab

8. In the **Search for your customer** field, enter University of Connecticut and click **search**
9. Click on the University of Connecticut icon
10. Enter your **invoice number, invoice amount and your company TIN**. Click **Request Connection**
11. You are now connected with the University of Connecticut on PaymentWorks.
12. Click **Create a Profile now**
13. You will need to verify your information. Please correct anything that is out-of-date. Upload a current W9. Click Submit
14. Click Continue to view message, invoices and remittance.

15. Click on the Messages tab to send a message to Accounts Payable
16. Click on the **Invoices** tab to view invoice status

17. Click on the **Remittances** tab to view payments made to you
18. Click **Company Profile** at any time to update your account information.
Managing Users

1. To add users to your profile, click **Account**

2. Click **Manage Users**
3. Click **Add user**
4. Enter the appropriate information. Click **Save**
5. Click on the pencil to edit an existing user

6. Click on the X to delete an existing user

For more information and tutorials, please go to

https://www.paymentworks.com/payee/

https://www.paymentworks.com/how-it-works/