

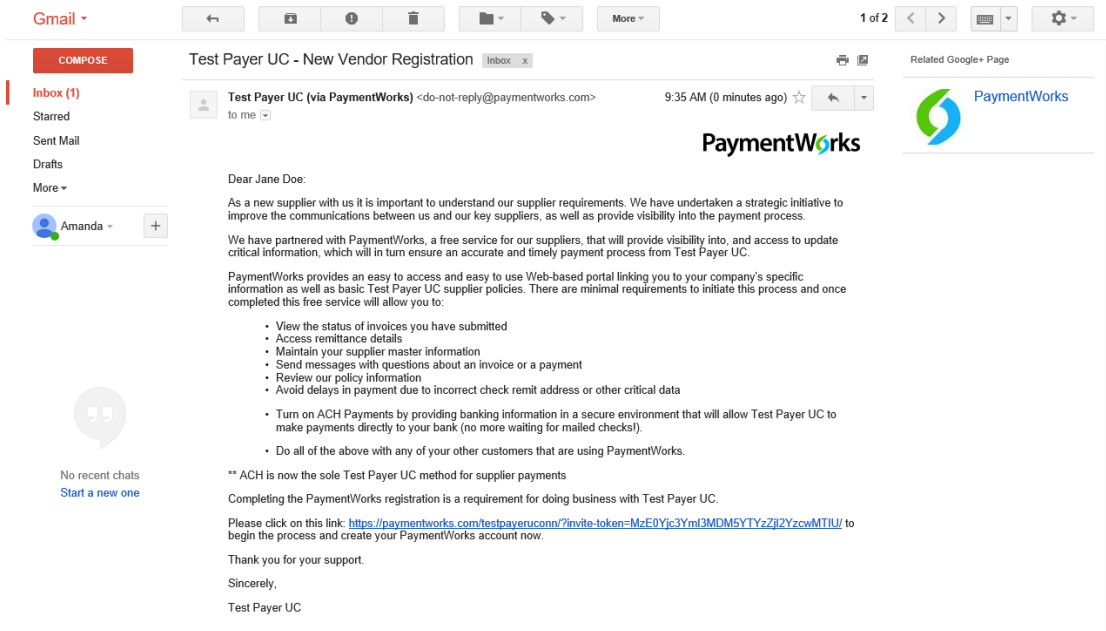
University of Connecticut

PAYMENTWORKS INVITATION MANUAL-NEW VENDORS
ACCOUNTS PAYABLE

March 6, 2017

To become a University of Connecticut vendor, using PaymentWorks, please have the following available:


1. A current PDF copy of your W9. A valid U.S. TIN is required to register via PaymentWorks. (Please note, if you are being paid for a refund or reimbursement and do not want to provide your TIN, you must register using our paper form, located at <http://accountspayable.uconn.edu/account-payable-forms/>).
2. A PDF copy of a voided check or banking information, including the bank address. As part of the PaymentWorks registration process, you will be required to sign up for ACH/direct deposit using a U.S. bank.



3. Use the link provided in the email by the University of Connecticut.

PaymentWorks

How it works | [I'm a Payer](#) | [I'm a Payee](#) | Getting Started | Supplier Enablement | About Us | Sign In



Test Payer UC

New Vendor Registration
for
Jane Doe

Before registering as a new Test Payer UC vendor, you first need to create a free PaymentWorks account.

[Join PaymentWorks Now](#)

Already registered on PaymentWorks? [Click here to login](#)

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[in](#) [t](#) [g+](#) [f](#)

4. Click **Join PaymentWorks**

Personal information

First name:*	<input type="text" value="Jane"/>
Last name:*	<input type="text" value="Doe"/>
Company:*	<input type="text" value="Jane Doe Company"/>
Title:	<input type="text"/>
Email:*	<input type="text" value="testjanedoe20@gmail.com"/>
Telephone:	<input type="text" value="860-486-0325"/>
Password:*	<input type="password" value="*****"/>
Verify Password:*	<input type="password" value="*****"/>

JOIN NOW FOR FREE

- View status of invoices
- Access remittance advices
- Get paid electronically
- Resolve exception invoices

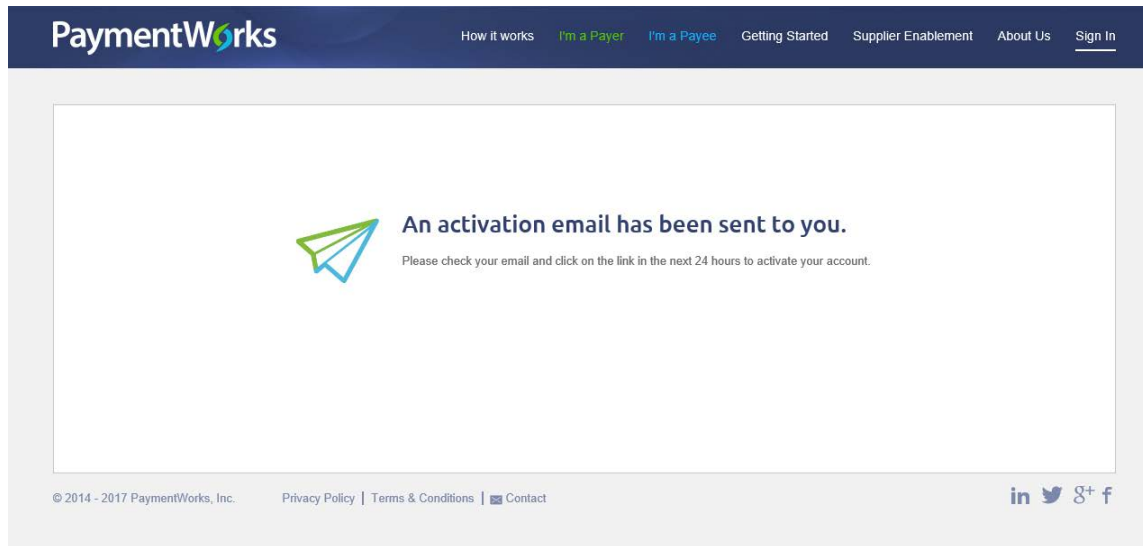
I agree to the terms of service [Sign up](#)

I'm not a robot

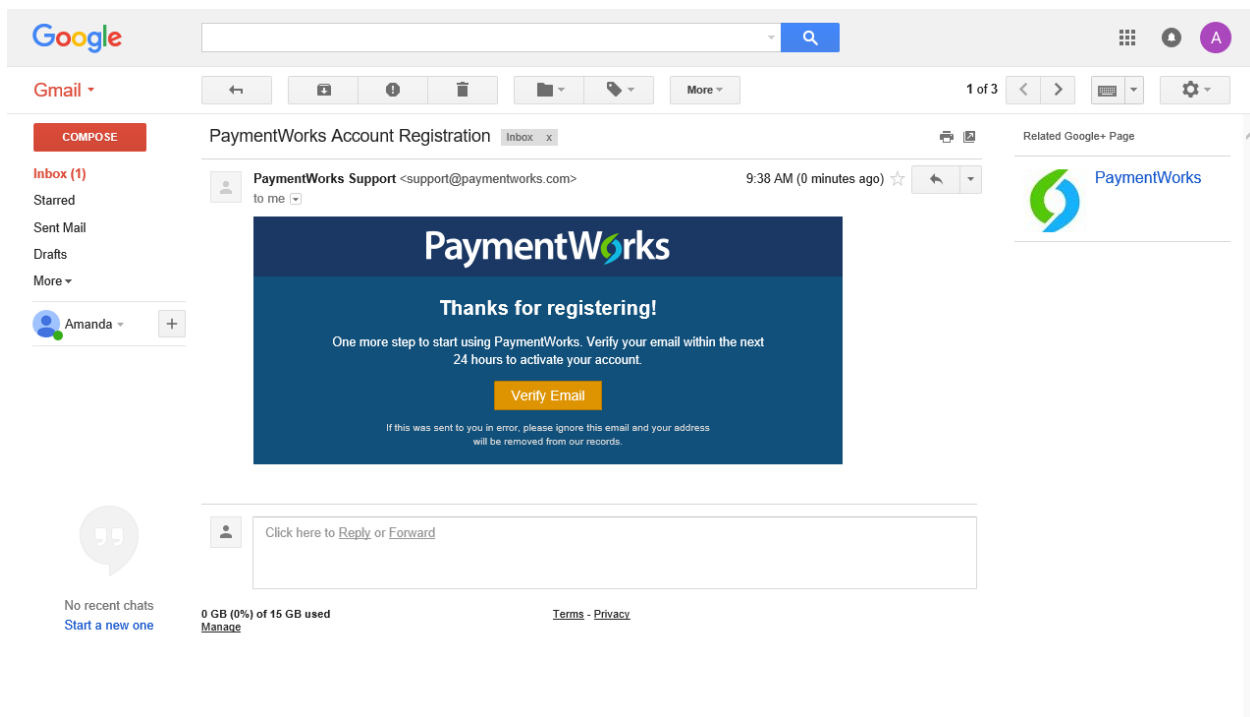


5. Enter your (company/personal) information. Please note, the fields with an asterisk (*) are required.
6. When creating your password, it must be 8 characters long and contain at least 2 digits.

Note: Be sure to click the “I’m not a robot” and “I agree to the terms of service” check boxes, then click **Sign Up**

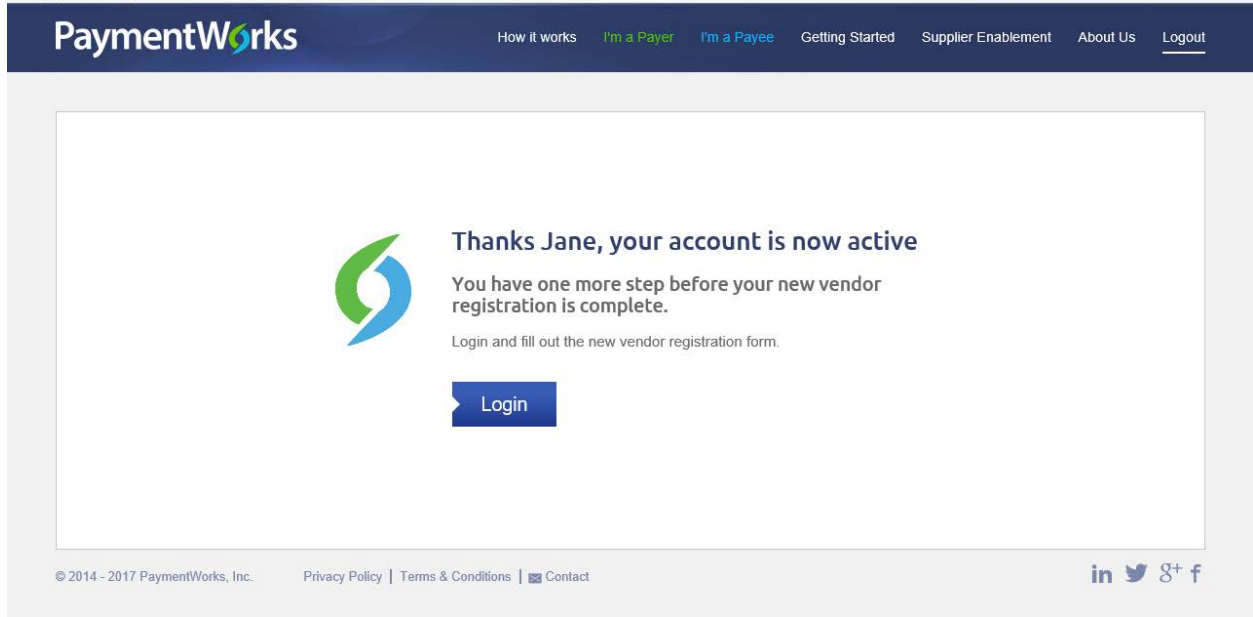


7. You will receive a confirmation email from PaymentWorks.

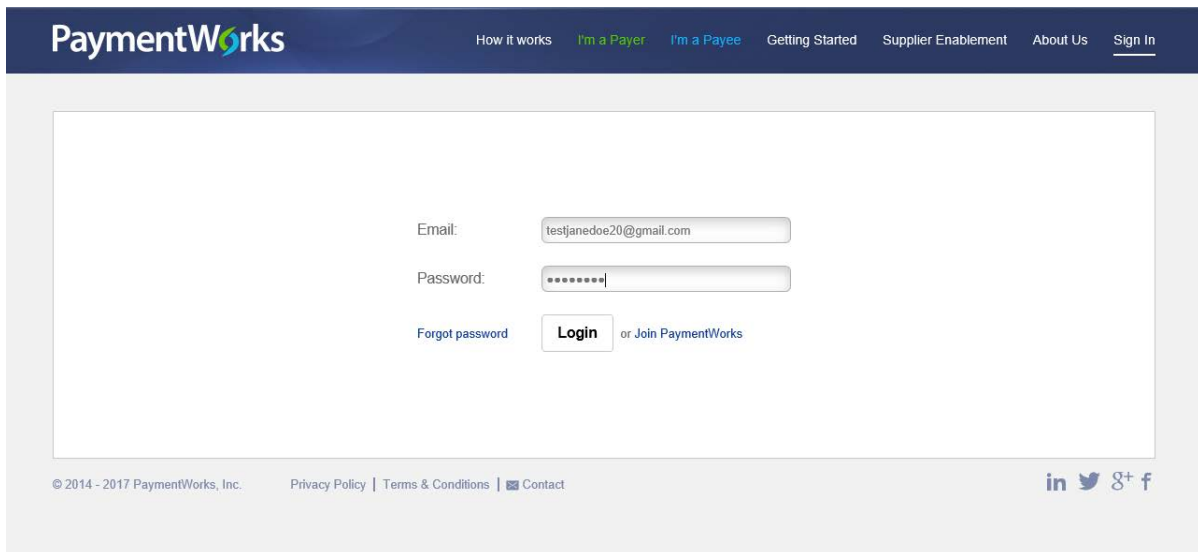


8. When you receive the confirmation email from PaymentWorks, click **verify email**.

Please note, you must verify your email within 24 hours of receiving the confirmation email from PaymentWorks. If you do not verify your email within that timeframe, you will need to re-register.



9. Click **Login**



10. Enter your email address and password as created in Step 3.

11. Click **login**

Test Payer UC

New Vendor Registration



Please fill out and submit the following form. The information you provide will be submitted to Test Payer UC and you will be notified by email when your application is processed. Once you are approved as a new vendor of Test Payer UC, you will immediately be able to see the status of all invoices you have submitted to Test Payer UC.

All fields marked with a red asterisk (*) are required fields. All other fields are optional.

Business, Trade or DBA Name.*
(If you do not have a separate business, trade or DBA name, use your first & last name)

Telephone.*

Preferred e-Mail.*

Website URL (where applicable):

Description of Goods/Services Being Provided:

12. Enter your (company) information. Your company name and telephone will automatically be entered based on the information you previously entered.

Please note, all fields with an asterisk (*) are required. Please note, if applicable, your **Company Name**, should be your DBA name.

Primary Address

Where mailings should be sent

Country.*

Street.*

City.*

State.*

Zip / Postal code.*

13. Your primary address should be the address that is listed on your W9.

Business Details

For tax purposes are you an individual, sole proprietor or single-member LLC? Yes No

Business Legal Name:
For tax purposes

Country of Incorporation or Organization:* United States of America

EIN:*
9-digit number, no spaces or dashes

Confirm EIN:*
9-digit number, no spaces or dashes

Tax Classification:*
This can be found under section 3 of your W-9

Signed & Dated W-9:* Browse...

An image or PDF file can be used here. A blank form can be found at this link:
[W-9](#)

D&B D-U-N-S Number (if applicable):

- 14. Your **legal name** (box 1), **tax ID type**, **tax ID number** and **tax classification** (box 3) should be entered as they appear on your W9.
- 15. Attach the most recent copy of your W9.

Type of Business:*

Please provide the type of Business you will provide to the University of Connecticut

Other



- 16. If you are providing medical, legal or entertainment services, make the appropriate selection from the drop down list.

UConn Student:

Required for Individuals/Sole Proprietor/single-member LLC only - Are you currently a UConn Student?

No

Connecticut State Code of Ethics:

Please note that current and former employees of the State of Connecticut, their immediate family members, or a business with them, or a family member, is associated are subject to certain restrictions and prohibitions in providing services to the University of Connecticut, pursuant to the Connecticut State Code of Ethics. Please consult the Office of State Ethics, your agency Ethics Liaison or your agency's Ethics Policy for further clarification and guidance

State of Connecticut Employee:

Required for Individuals/Sole Proprietor/single-member LLC only - Are you a current/former State of Connecticut Employee?

No

Current/former State of Connecticut Employee:

If you are a current/former State of Connecticut Employee please select one of the following: Please note that if you are a current/former State of Connecticut Employee you could be limited or prohibited in providing services to the University. Please contact the applicable agency for further clarification

- Current Former
 Retired
-

Small/Minority owned business:*

Is your business currently a CT DAS Certified Small Business Enterprise (SBE) or Minority Business Enterprise (MBE)?

No

Please note, questions regarding Student and State of Connecticut Employee status are applicable only for Individuals/Sole Proprietor/single-member LLC vendors.

PO Fax #:


Please provide the fax # for a Purchase Order to be faxed to your company, if applicable

17. Enter your fax number, if applicable

Email of UConn Contact:*

Please enter the email address of the UConn Contact you are working with

Questions on filling out new vendor form:

If you have any questions on filling out the new vendor registration please call UConn's Accounts Payable department at 860-486-4137,  or email to AP_Vend_Coord@uconn.edu

18. Enter the email address of your UConn contact person

Remittance Address

Where remittance advices should be sent

Country:*	<input type="text" value="United States of America"/>
Street:*	<input type="text"/> <input type="text"/>
City:*	<input type="text"/>
State:*	<input type="text" value="(Select a State)"/>
Zip / Postal code:*	<input type="text"/>

19. Enter the address to where payments should be made.

Bank Account

Name on Account:*

Account Number:*

Confirm Account Number:*

Bank Name:*

Bank Address

Country:*

Street:*

City:*

State:*

Zip / Postal code:*

Bank Routing Number:*

9-digit number at the bottom left of a check

SWIFT Code (if applicable):

20. Enter your bank account information.

Bank Account Validation:*

Browse...

An image or PDF file can be used here containing one of the following:

- > Letter on company letterhead
- > Voided check
- > Voided deposit slip
- > Letter from your bank
- > Copy of a bank account statement

e-Mail for ACH Details:*

Bank Authorization:*

Customers using PaymentWorks and the financial institution named herein are authorized to automatically deposit monies to my account


Register

21. Attached a voided check or verification of your banking information.
22. Enter the email address to which you would like payment notifications to be sent.
23. Check the box allowing PaymentWorks and UConn to deposit monies into your account.
24. Click **Register**

PaymentWorks

How it works | I'm a Payer | I'm a Payee | Getting Started | Supplier Enablement | About Us | Logout

Your new vendor registration has been submitted successfully to Test Payer UC



You will receive an email notification when your application has been approved.

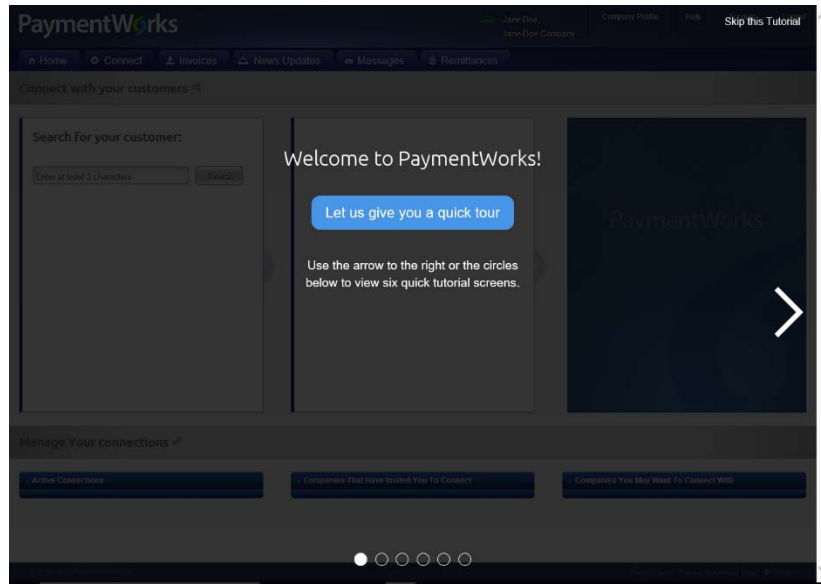
Please note, this is not an authorization to perform services.

Continue

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in | | + | f

25. You will see the above screen to verify that your submission has been received.
26. Click **Continue** to view the PaymentWorks virtual tour



For more information and tutorials, please go to
<https://www.paymentworks.com/payee/>
<https://www.paymentworks.com/how-it-works/>

Managing Users

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

The screenshot shows the PaymentWorks interface. At the top, the 'Account Management' dropdown menu is highlighted with a red arrow. The main content area is titled 'Manage users' and contains a table with columns: LAST, FIRST NAME, EMAIL, TITLE, FORWARD MESSAGES, LAST LOGIN, EDIT, and DELETE. The table lists several users, including one with the title 'Coordinator, AP Vendor' and another with the title 'admin'.

LAST, FIRST NAME	EMAIL	TITLE	FORWARD MESSAGES	LAST LOGIN	EDIT	DELETE
			<input type="checkbox"/>	Tue Feb 23 2016 at 11:18:54 AM		
Coordinator, AP Vendor	ap_vend_coord@uconn.edu		<input checked="" type="checkbox"/>	Tue Mar 01 2016 at 3:27:40 PM		
			<input type="checkbox"/>	Resend Activation Mail		
		admin	<input checked="" type="checkbox"/>	Tue Mar 08 2016 at 4:51:12 PM		
		developer	<input type="checkbox"/>	Mon Mar 07 2016 at 2:41:12 PM		
			<input type="checkbox"/>	Tue Mar 08 2016 at 10:26:44 PM		

2. Click **Manage Users**

The screenshot shows the PaymentWorks interface. In the left sidebar, the 'Manage Users' button is highlighted with a red arrow. The main content area is titled 'Manage users' and contains a table with columns: LAST, FIRST NAME, EMAIL, TITLE, FORWARD MESSAGES, LAST LOGIN, EDIT, and DELETE. The table lists several users, including one with the title 'Coordinator, AP Vendor' and another with the title 'admin'.

LAST, FIRST NAME	EMAIL	TITLE	FORWARD MESSAGES	LAST LOGIN	EDIT	DELETE
			<input type="checkbox"/>	Tue Feb 23 2016 at 11:18:54 AM		
Coordinator, AP Vendor	ap_vend_coord@uconn.edu		<input checked="" type="checkbox"/>	Tue Mar 01 2016 at 3:27:40 PM		
			<input type="checkbox"/>	Resend Activation Mail		
		admin	<input checked="" type="checkbox"/>	Tue Mar 08 2016 at 4:51:12 PM		
		developer	<input type="checkbox"/>	Mon Mar 07 2016 at 2:41:12 PM		

3. Click Add user

PaymentWorks Account Management Amanda Baron, University of Connecticut Help Account Logout

Account


Personal setup
Personal information
Administrator setup
Manage Users
Company information

Manage users

Need help ?

LAST, FIRST NAME	EMAIL	TITLE	FORWARD MESSAGES	LAST LOGIN	EDIT	DELETE
			<input type="checkbox"/>	Tue Feb 23 2016 at 11:18:54 AM		
Coordinator, AP Vendor	ap_vend_coord@uconn.edu		<input checked="" type="checkbox"/>	Tue Mar 01 2016 at 3:27:40 PM		
			<input type="checkbox"/>	Resend Activation Mail		
			<input checked="" type="checkbox"/>	Tue Mar 08 2016 at 4:51:12 PM		
			<input type="checkbox"/>	Mon Mar 07 2016 at 2:41:12 PM		
			<input type="checkbox"/>	Tue Mar 08 2016 at 10:26:44 PM		
			<input type="checkbox"/>	Tue Feb 23 2016 at 12:01:03 PM		
			<input type="checkbox"/>	Fri Mar 04 2016 at 2:30:26 PM		
			<input checked="" type="checkbox"/>	Mon Mar 07 2016 at 10:59:59 AM		
			<input checked="" type="checkbox"/>	Tue Mar 08 2016 at 10:16:12 AM		

When a new user is added, they will receive an email with a one-time password they can use to login to PaymentWorks.

 [Add user](#)

4. Enter the appropriate information. Click **Save**

First name:	<input type="text"/>
Last name:	<input type="text"/>
E-mail:	<input type="text"/>
Telephone:	<input type="text"/>
Title:	<input type="text"/>
Forward Messages to E-mail:	<input checked="" type="checkbox"/>
Default-language:	<input type="text" value="English"/>
Access rights:	<input type="text" value="System administ"/>
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

5. Click on the **pencil** to edit an existing user

Personal setup

Personal information

Administrator setup

Manage Users >

Company information >

Manage users Need help ?

LAST, FIRST NAME	EMAIL	TITLE	FORWARD MESSAGES	LAST LOGIN	EDIT	DELETE
			<input type="checkbox"/>	Tue Feb 23 2016 at 11:18:54 AM		
Coordinator, AP Vendor	ap_vend_coord@uconn.edu		<input checked="" type="checkbox"/>	Tue Mar 01 2016 at 3:27:40 PM		
			<input type="checkbox"/>	Resend Activation Mail		
		admin	<input checked="" type="checkbox"/>	Tue Mar 08 2016 at 4:51:12 PM		
		developer	<input type="checkbox"/>	Mon Mar 07 2016 at 2:41:12 PM		
			<input type="checkbox"/>	Tue Mar 08 2016 at 10:26:44 PM		

6. Click on the **X** to delete an existing user

Personal setup

Personal information

Administrator setup

Manage Users >

Company information >

Manage users Need help ?

LAST, FIRST NAME	EMAIL	TITLE	FORWARD MESSAGES	LAST LOGIN	EDIT	DELETE
			<input type="checkbox"/>	Tue Feb 23 2016 at 11:18:54 AM		
Coordinator, AP Vendor	ap_vend_coord@uconn.edu		<input checked="" type="checkbox"/>	Tue Mar 01 2016 at 3:27:40 PM		
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		developer	<input type="checkbox"/>	Mon Mar 07 2016 at 2:41:12 PM		
			<input type="checkbox"/>	Tue Mar 08 2016 at 10:26:44 PM		