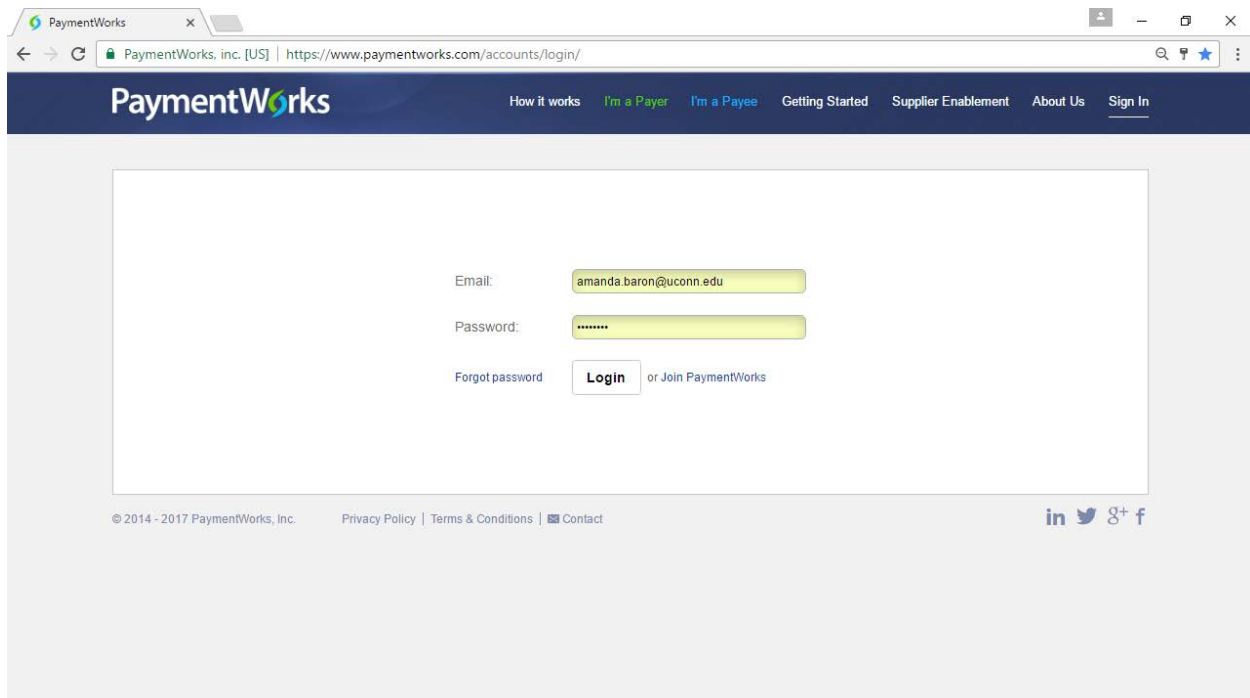


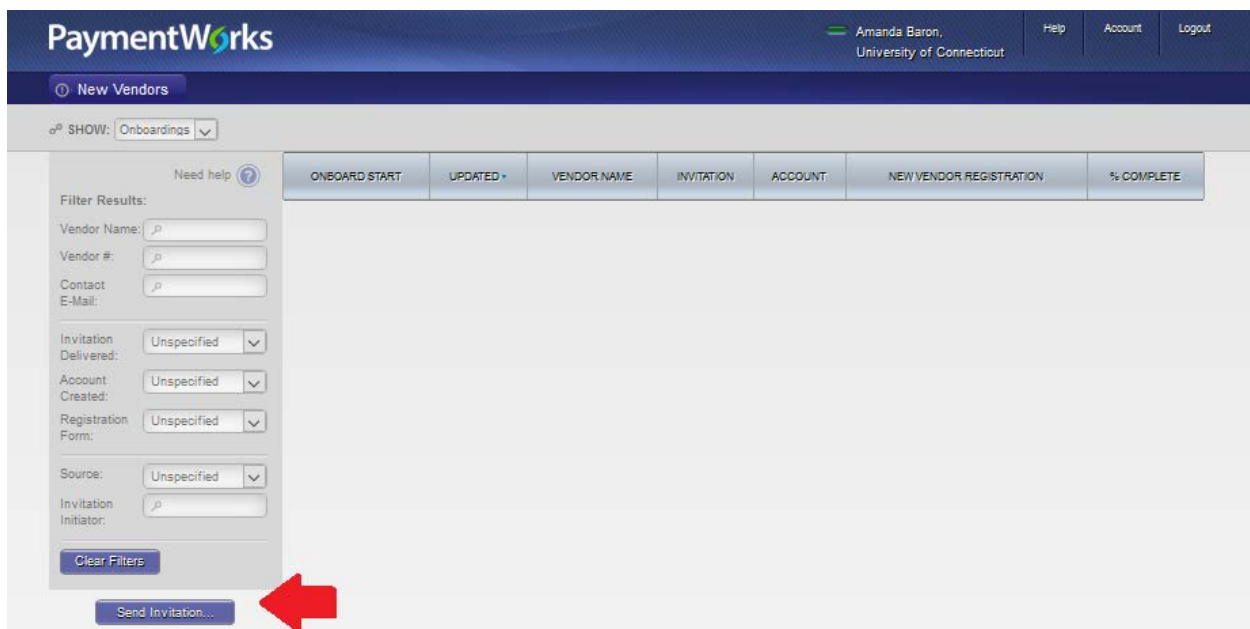
University of Connecticut

PAYMENTWORKS INVITATION PROCESS
ACCOUNTS PAYABLE

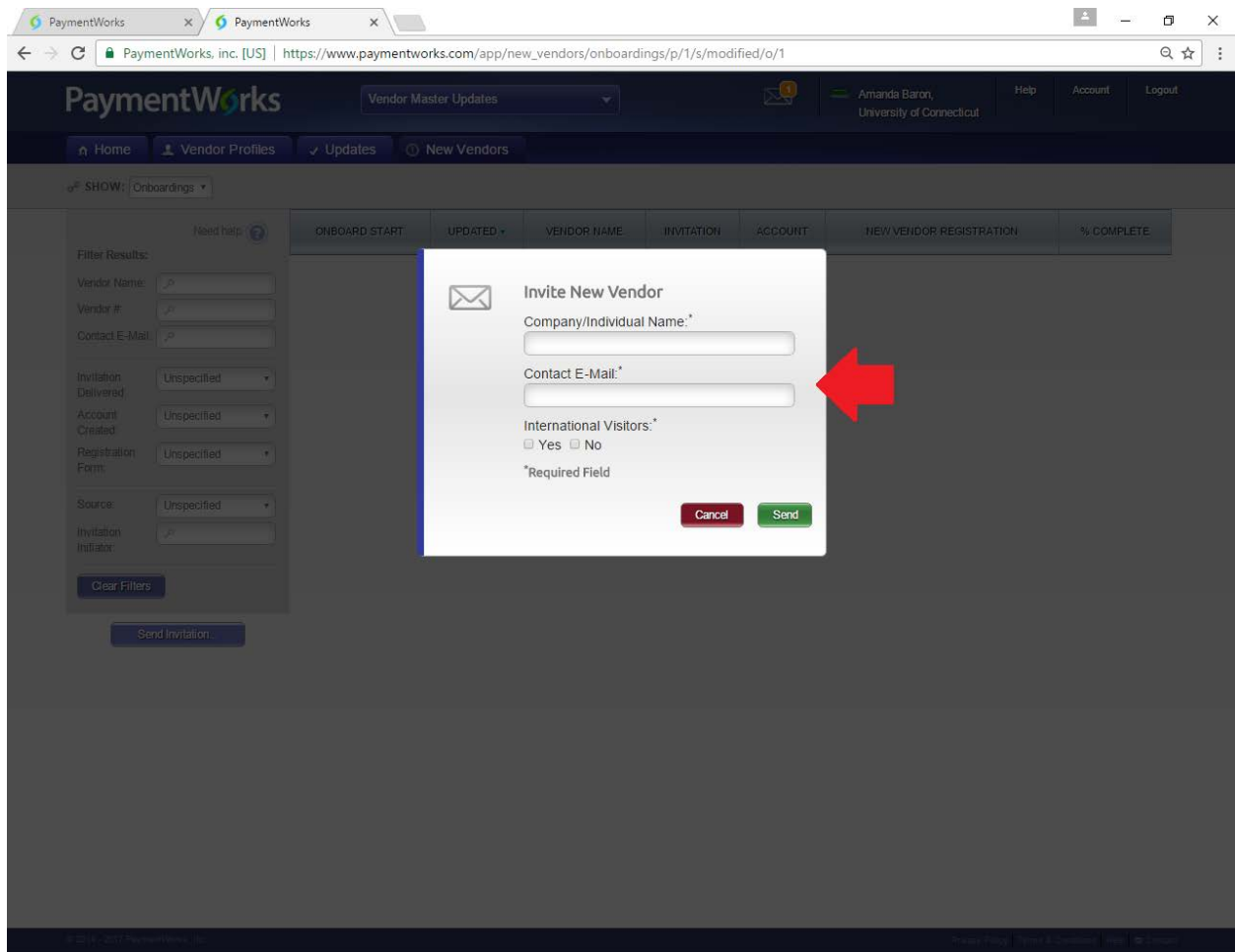
February 23, 2017



1. Log into PaymentWorks www.paymentworks.com/uconn



2. Click Send Invitation



3. Type the vendor's name (company or individual) and their email address and click send.

Note: Click the "NO" box for International vendors

PaymentWorks Vendor Master Updates

John Smith, ABC Test Company Help Account Logout

Home Vendor Profiles Updates New Vendors

SHOW: Onboardings

Filter Results:

Vendor Name:

Vendor #:

Contact E-Mail:

Invitation Delivered: Unspecified

Account Created: Unspecified

Registration Form: Unspecified

Source: Unspecified

Invitation Initiator:

Clear Filters

Send Invitation

ONBOARD START	UPDATED	VENDOR NAME	INVITATION	ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
02/21/2017	02/21/2017			No Account	Not Started	<div style="width: 0%;"></div>
02/20/2017	02/20/2017			Confirmed	Approved	<div style="width: 100%;"></div>
02/20/2017	02/20/2017			Confirmed	Approved	<div style="width: 100%;"></div>
02/15/2017	02/15/2017			Confirmed	Processed	<div style="width: 100%;"></div>
02/15/2017	02/15/2017	pm6 company	Self Registered	Confirmed	Processed	<div style="width: 100%;"></div>
02/08/2017	02/08/2017	PaulTest 5	Self Registered	Confirmed	Complete Vendor #: 40286	<div style="width: 100%;"></div>
01/23/2017	01/25/2017	Julian Edelman Test	Self Registered	Confirmed	Complete Vendor #: 40288	<div style="width: 100%;"></div>
01/18/2017	01/19/2017	BL-Test47 Inc.	Self Registered	Confirmed	Complete Vendor #: 40287	<div style="width: 100%;"></div>
01/03/2017	01/03/2017	PMTEST 04	Self Registered	Confirmed	Complete Vendor #: 39234	<div style="width: 100%;"></div>
12/07/2016	12/11/2016	Ronald McDonald Company	Self Registered	Confirmed	Complete Vendor #: 12345	<div style="width: 100%;"></div>
12/05/2016	12/11/2016	BL-Test46 Inc.	Self Registered	Confirmed	Complete Vendor #: 39233	<div style="width: 100%;"></div>
12/05/2016	12/11/2016	BL-Test45 Inc.	Self Registered	Confirmed	Complete Vendor #: 39231	<div style="width: 100%;"></div>
03/17/2016	12/11/2016	Brett Tech 03	Self Registered	Confirmed	Processed	<div style="width: 100%;"></div>
05/05/2016	12/11/2016	BL-Test36 Inc.	Self Registered	Confirmed	Processed	<div style="width: 100%;"></div>
05/09/2016	12/11/2016	BL-Test37 Inc.	Self Registered	Confirmed	Complete Vendor #: 36035	<div style="width: 100%;"></div>
05/27/2016	12/11/2016	BL-Test38 Inc.	Self Registered	Confirmed	Approved	<div style="width: 100%;"></div>
06/08/2016	12/11/2016	PM Company	Self Registered	Confirmed	Complete Vendor #: 36668	<div style="width: 100%;"></div>

Need help?

An invitation has been sent to John Smith at newtestpw150@gmail.com

Ok

4. Your invitation has been sent. Click OK

PaymentWorks Vendor Master Updates

John Smith, ABC Test Company Help Account Logout

Home Vendor Profiles Updates New Vendors

SHOW: Onboardings

Filter Results:	ONBOARD START	UPDATED	VENDOR NAME	INVITATION	ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
Vendor Name: <input type="text"/>	02/21/2017	02/21/2017	John Smith	Sent	No Account	Not Started	<div style="width: 0%;"></div>
Vendor #: <input type="text"/>	02/20/2017	02/20/2017	BL-Test50 Inc.	Self Registered	Confirmed	Approved	<div style="width: 100%;"></div>
Contact E-Mail: <input type="text"/>	02/20/2017	02/20/2017	BL-Test49 Inc.	Self Registered	Confirmed	Approved	<div style="width: 100%;"></div>
Invitation Delivered: <input type="text"/>	02/15/2017	02/15/2017	pm7 company	Self Registered	Confirmed	Processed	<div style="width: 100%;"></div>
Account Created: <input type="text"/>	02/15/2017	02/15/2017	pm6 company	Self Registered	Confirmed	Processed	<div style="width: 100%;"></div>
Registration Form: <input type="text"/>	02/08/2017	02/08/2017	PaulTest 5	Self Registered	Confirmed	Complete Vendor #: 40286	<div style="width: 100%;"></div>
Source: <input type="text"/>	01/23/2017	01/25/2017	Julian Edelman Test	Self Registered	Confirmed	Complete Vendor #: 40288	<div style="width: 100%;"></div>
Invitation Initiator: <input type="text"/>	01/18/2017	01/19/2017	BL-Test47 Inc.	Self Registered	Confirmed	Complete Vendor #: 40287	<div style="width: 100%;"></div>
<input type="button" value="Clear Filters"/>	01/03/2017	01/03/2017	PMTEST 04	Self Registered	Confirmed	Complete Vendor #: 39234	<div style="width: 100%;"></div>
<input type="button" value="Send Invitation..."/>	12/07/2016	12/11/2016	Ronald McDonald Company	Self Registered	Confirmed	Complete Vendor #: 12345	<div style="width: 100%;"></div>
	12/05/2016	12/11/2016	BL-Test46 Inc.	Self Registered	Confirmed	Complete Vendor #: 39233	<div style="width: 100%;"></div>
	12/05/2016	12/11/2016	BL-Test45 Inc.	Self Registered	Confirmed	Complete Vendor #: 39231	<div style="width: 100%;"></div>
	03/17/2016	12/11/2016	Brett Tech 03	Self Registered	Confirmed	Processed	<div style="width: 100%;"></div>
	05/05/2016	12/11/2016	BL-Test36 Inc.	Self Registered	Confirmed	Processed	<div style="width: 100%;"></div>
	05/09/2016	12/11/2016	BL-Test37 Inc.	Self Registered	Confirmed	Complete Vendor #: 36035	<div style="width: 100%;"></div>
	05/27/2016	12/11/2016	BL-Test38 Inc.	Self Registered	Confirmed	Approved	<div style="width: 100%;"></div>
	06/08/2016	12/11/2016	PM Company	Self Registered	Confirmed	Complete Vendor #: 36668	<div style="width: 100%;"></div>

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5. You will see all invitations that you have sent and their associate status

PaymentWorks Vendor Master Updates

John Smith, ABC Test Company

Home Vendor Profiles Updates New Vendors

SHOW: Onboardings

Filter Results:

Vendor Name:

Vendor #:

Contact E-Mail:

Invitation Delivered: Unspecified

Account Created: Unspecified

Registration Form: Unspecified

Source: Unspecified

Invitation Initiator: Unspecified

Clear Filters

Send Invitation...

ONBOARD START	UPDATED	VENDOR NAME	INVITATION	ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
02/21/2017	02/21/2017	John Smith	Sent	No Account	Not Started	<div style="width: 0%;"></div>
02/20/2017	02/20/2017	BL-Test50 Inc.	Self Registered	Confirmed	Approved	<div style="width: 100%;"></div>
02/20/2017	02/20/2017	BL-Test49 Inc.	Self Registered	Confirmed	Approved	<div style="width: 100%;"></div>
02/15/2017	02/15/2017	pm7 company	Self Registered	Confirmed	Processed	<div style="width: 100%;"></div>
02/15/2017	02/15/2017	pm6 company	Self Registered	Confirmed	Processed	<div style="width: 100%;"></div>
02/08/2017	02/08/2017	PaulTest 5	Self Registered	Confirmed	Complete Vendor #: 40286	<div style="width: 100%;"></div>
01/25/2017	01/25/2017	Julian Edelman Test	Self Registered	Confirmed	Complete Vendor #: 40288	<div style="width: 100%;"></div>
01/19/2017	01/19/2017	BL-Test47 Inc.	Self Registered	Confirmed	Complete Vendor #: 40287	<div style="width: 100%;"></div>
01/03/2017	01/03/2017	PMTEST 04	Self Registered	Confirmed	Complete Vendor #: 39234	<div style="width: 100%;"></div>
12/07/2016	12/11/2016	Ronald McDonald Company	Self Registered	Confirmed	Complete Vendor #: 12345	<div style="width: 100%;"></div>
12/05/2016	12/11/2016	BL-Test46 Inc.	Self Registered	Confirmed	Complete Vendor #: 39233	<div style="width: 100%;"></div>
12/05/2016	12/11/2016	BL-Test45 Inc.	Self Registered	Confirmed	Complete Vendor #: 39231	<div style="width: 100%;"></div>
03/17/2016	12/11/2016	Brett Tech 03	Self Registered	Confirmed	Processed	<div style="width: 100%;"></div>
05/05/2016	12/11/2016	BL-Test36 Inc.	Self Registered	Confirmed	Processed	<div style="width: 100%;"></div>
05/09/2016	12/11/2016	BL-Test37 Inc.	Self Registered	Confirmed	Complete Vendor #: 36035	<div style="width: 100%;"></div>
05/27/2016	12/11/2016	BL-Test38 Inc.	Self Registered	Confirmed	Approved	<div style="width: 100%;"></div>
06/08/2016	12/11/2016	PM Company	Self Registered	Confirmed	Complete Vendor #: 36668	<div style="width: 100%;"></div>

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6. You have the ability to filter by status.

Status Definitions

Invitation Column Status

- **Invitation Sent:** This just acknowledges that the invitation was sent. If the date is more than a day old, the email was probably not delivered. In these cases, you might need to check that the email address was correct.
- **Invitation Delivered:** The invitation was delivered to the vendor's email server. In this status, the recipient has not opened the email. If it remains in this status for long, the vendor might have to check their Spam or Junk folder.
- **Invitation Not Deliverable:** The vendor's email server rejected the invitation. This status is actually quite rare. In this case, we might have to try a different email address, or get the vendor's IT department to "white list" paymentworks.com.
- **Invitation Opened by Recipient:** The vendor has seen and opened the email, but they have not yet clicked the link to begin the onboarding.
- **Invitation Link Clicked:** The vendor opened the email and followed the link to PaymentWorks. This status shouldn't appear for long, because the next step is simply to create a PaymentWorks account.
- **Self Registered:** The vendor went to the Payer's landing page - e.g. www.paymentworks.com/HUMC - and joined PaymentWorks from there.

Account Column Status

- **Vendor Account Created on PaymentWorks:** This also shouldn't last long, since after creating a PaymentWorks account, the vendor should get an email to confirm the account right away. If this status lasts for more than a day, it probably means that the confirmation email wasn't seen, or went to Spam or Junk.
- **Vendor Account Confirmed on PaymentWorks:** The vendor is signed up on PaymentWorks and has access to the new vendor registration form. Generally speaking, if a vendor has this status you just need to ask them to log back in to PaymentWorks to go through the form.

New Vendor Registration Column Status

- **New Vendor Registration Submitted:** The vendor has submitted the form but it hasn't been processed. You would see these under New Vendor Requests as "Pending".
- **New Vendor Registration Approved:** You have approved the form. This is redundant with Approvals shown under New Vendor Requests
- **New Vendor Registration Processed:** The form has been processed and sent to KFS. This is redundant with Approvals shown under New Vendor Requests
- **New Vendor Registration Complete:** The form has been received and the vendor connection made. This is the same as status = "Connected" under New Vendor Requests. If the vendor is still asking what to do, you might want to suggest they login to PaymentWorks and check their Invoices tab.
- **New Vendor Registration Rejected:** You have rejected the submitted form. This is redundant with Rejected shown under New Vendor Requests
- **Invitation/Reminders Cancelled:** Someone from the Payer has clicked the "Cancel Reminders" link for that vendor.

The screenshot shows a Gmail interface in a Chrome browser. The email is titled "Test Payer UC - New Vendor Registration" and is from "Test Payer UC (via PaymentWorks)". The email content includes a greeting to John Smith, an introduction to the supplier requirements, and a list of features provided by PaymentWorks. A link is provided for registration, and the email concludes with a thank you and the name "Test Payer UC".

Test Payer UC (via PaymentWorks) <do-not-reply@paymentworks.com> 11:04 AM (1 minute ago) ☆

Dear John Smith:

As a new supplier with us it is important to understand our supplier requirements. We have undertaken a strategic initiative to improve the communications between us and our key suppliers, as well as provide visibility into the payment process.

We have partnered with PaymentWorks, a free service for our suppliers, that will provide visibility into, and access to update critical information, which will in turn ensure an accurate and timely payment process from Test Payer UC.

PaymentWorks provides an easy to access and easy to use Web-based portal linking you to your company's specific information as well as basic Test Payer UC supplier policies. There are minimal requirements to initiate this process and once completed this free service will allow you to:

- View the status of invoices you have submitted
- Access remittance details
- Maintain your supplier master information
- Send messages with questions about an invoice or a payment
- Review our policy information
- Avoid delays in payment due to incorrect check remit address or other critical data
- Turn on ACH Payments by providing banking information in a secure environment that will allow Test Payer UC to make payments directly to your bank (no more waiting for mailed checks!).
- Do all of the above with any of your other customers that are using PaymentWorks.

** ACH is now the sole Test Payer UC method for supplier payments

Completing the PaymentWorks registration is a requirement for doing business with Test Payer UC.

Please click on this link: <https://paymentworks.com/testpayeruconn/?invite-token=MnkwMzRkYjFhMDFjN2U1YmZhYzFKMDgU/> to begin the process and create your PaymentWorks account now.

Thank you for your support.

Sincerely,
Test Payer UC

7. Above is a copy of the email that the vendor receives when you send the invitation.