

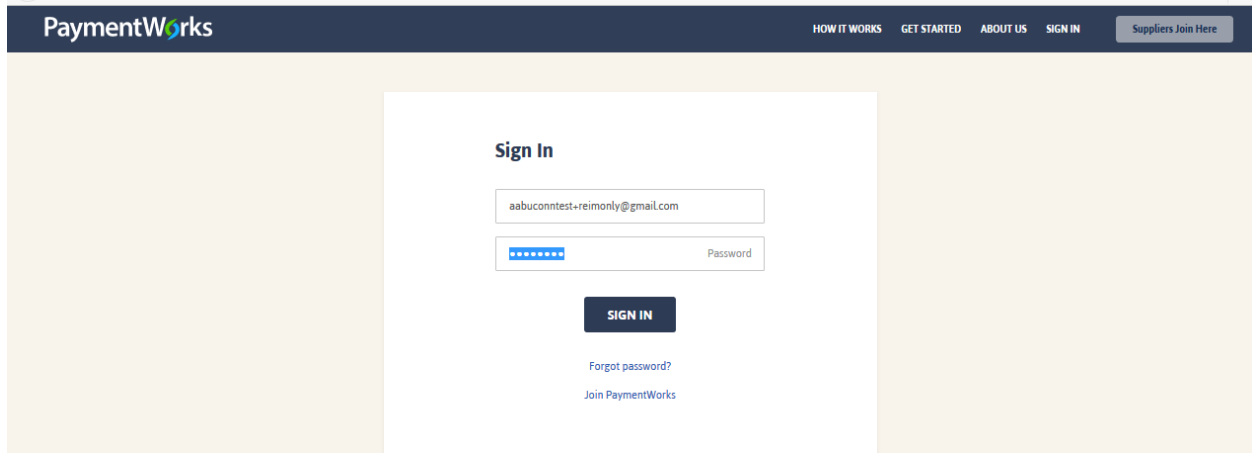
University of Connecticut

PAYMENTWORKS REIMBURSEMENT ONLY INVITATION PROCESS
(UCONN DEPARTMENTS)
ACCOUNTS PAYABLE

September 5, 2017

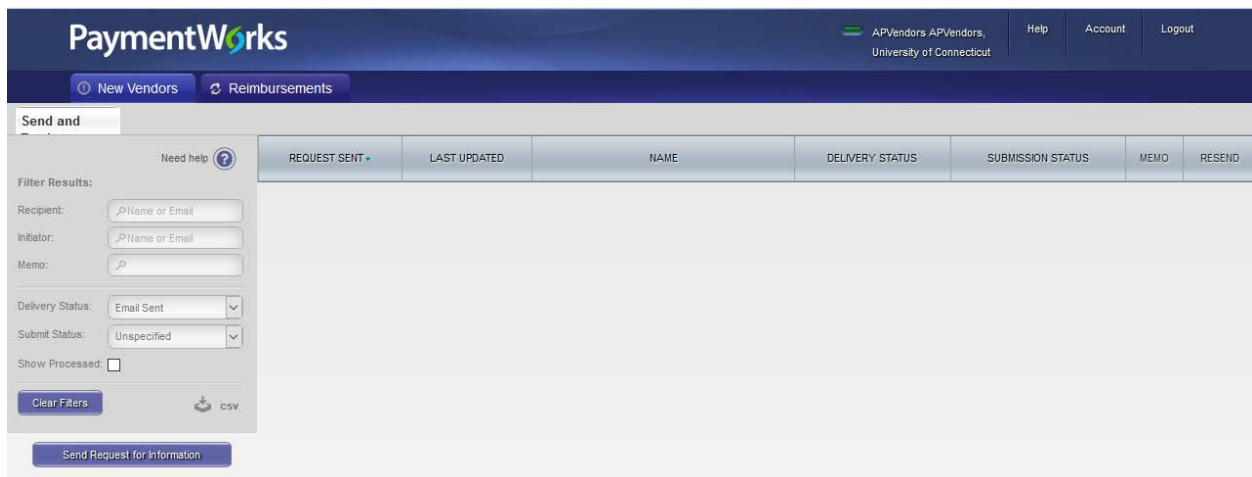
Reimbursement Only

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



The screenshot shows the PaymentWorks Sign In page. At the top, there is a dark blue navigation bar with the PaymentWorks logo on the left and links for 'HOW IT WORKS', 'GET STARTED', 'ABOUT US', 'SIGN IN', and a 'Suppliers Join Here' button on the right. The main content area is white and features a 'Sign In' heading. Below the heading are two input fields: the first contains the email address 'aabuconntest-reimonly@gmail.com' and the second is a password field with a 'Password' label. A dark blue 'SIGN IN' button is positioned below the fields. Underneath the button are two links: 'Forgot password?' and 'Join PaymentWorks'.

2. Click on the **Reimbursements** tab. **Send Request for Information**



The screenshot displays the 'Send and' interface within the Reimbursements tab of PaymentWorks. The top navigation bar includes the PaymentWorks logo, a user profile for 'APVendors APVendors, University of Connecticut', and links for 'Help', 'Account', and 'Logout'. Below this, there are tabs for 'New Vendors' and 'Reimbursements'. The main interface is titled 'Send and' and features a 'Need help?' icon. On the left, there is a 'Filter Results:' section with input fields for 'Recipient:', 'Initiator:', and 'Memo:'. Below these are dropdown menus for 'Delivery Status:' (set to 'Email Sent') and 'Submit Status:' (set to 'Unspecified'). There is also a 'Show Processed:' checkbox and a 'Clear Filters' button. A 'csv' icon is visible. At the bottom of the filter section is a 'Send Request for information' button. The main area contains a table with columns: 'REQUEST SENT', 'LAST UPDATED', 'NAME', 'DELIVERY STATUS', 'SUBMISSION STATUS', 'MEMO', and 'RESEND'.

Note: If you are only authorized to initiate reimbursement only requests, you will automatically be brought to the Reimbursements tab.

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3. Click **Send Request for Information**

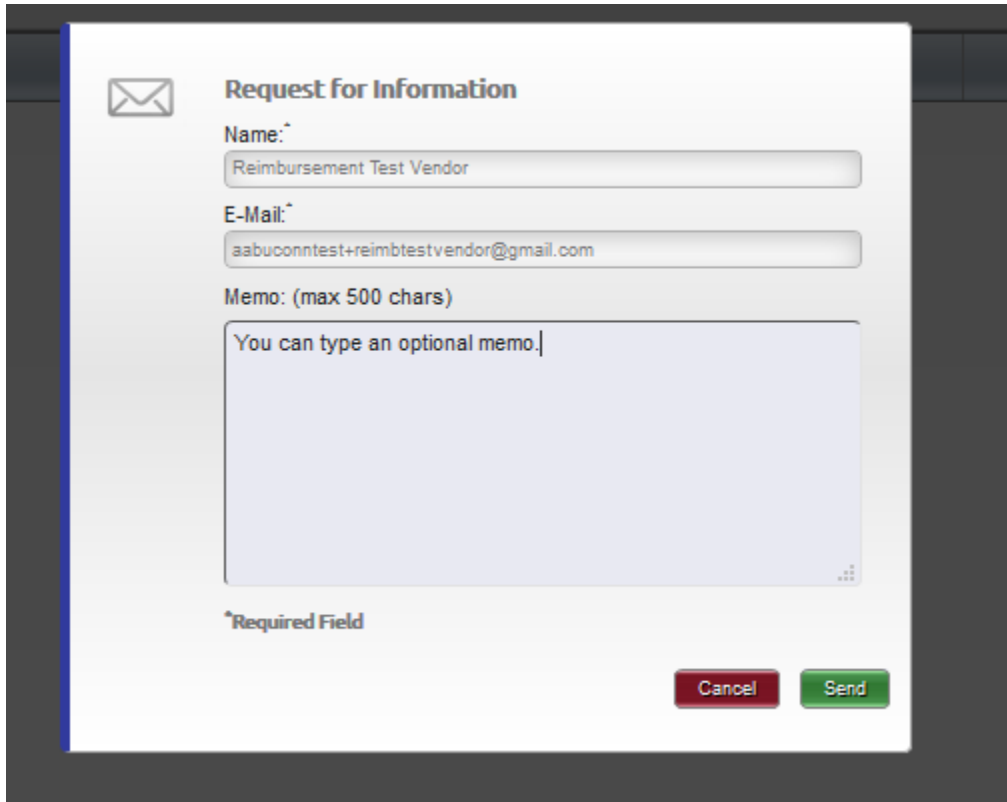
The screenshot shows the 'Send and' interface in the PaymentWorks system. The top navigation bar includes the 'PaymentWorks' logo, user information 'APVendors APVendors, University of Connecticut', and links for 'Help', 'Account', and 'Logout'. Below the navigation bar are tabs for 'New Vendors' and 'Reimbursements'. The main area is titled 'Send and' and features a 'Filter Results:' sidebar on the left with the following options: 'Recipient:' (text input), 'Initiator:' (text input), 'Memo:' (text input), 'Delivery Status:' (dropdown menu with 'Email Sent' selected), 'Submit Status:' (dropdown menu with 'Unspecified' selected), and 'Show Processed:' (checkbox). A 'Clear Filters' button and a 'csv' download icon are also present. The main table area has a header with columns: 'REQUEST SENT', 'LAST UPDATED', 'NAME', 'DELIVERY STATUS', 'SUBMISSION STATUS', 'MEMO', and 'RESEND'. A 'Send Request for Information' button is located at the bottom of the sidebar.

4. Enter the vendor name and email address.

The screenshot shows a modal window titled 'Request for Information' with an envelope icon. It contains three input fields: 'Name:' (text input), 'E-Mail:' (text input), and 'Memo: (max 500 chars)' (text area). A '*Required Field' label is positioned below the memo field. At the bottom right of the modal are two buttons: 'Cancel' (red) and 'Send' (green).

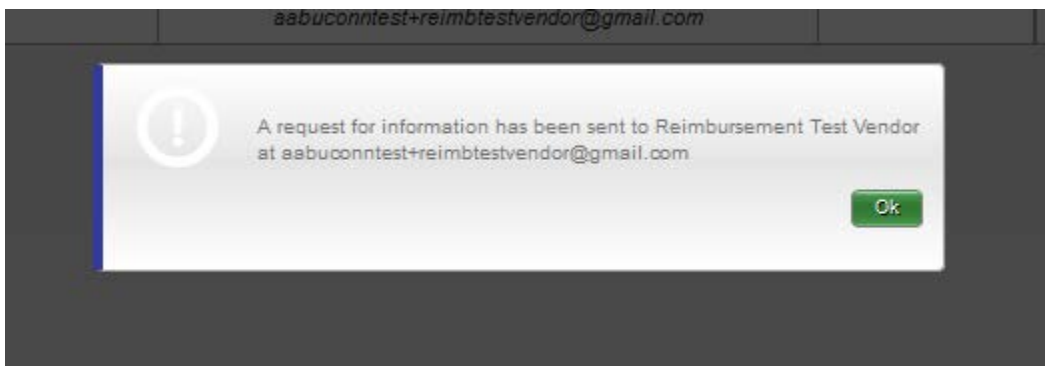
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5. You may add an optional memo if desired. Click send.



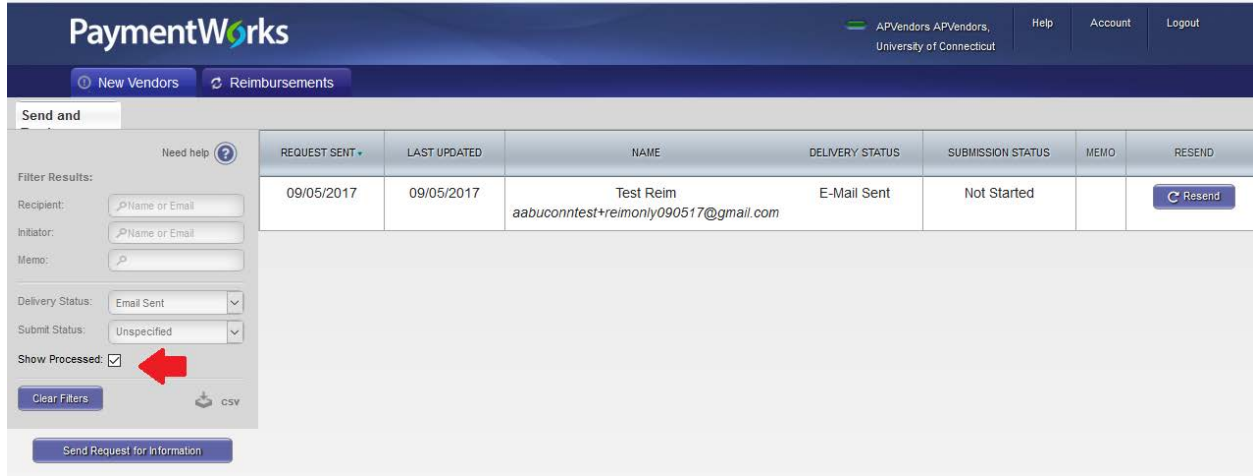
The screenshot shows a web form titled "Request for Information" with an envelope icon. It contains three input fields: "Name:" with the value "Reimbursement Test Vendor", "E-Mail:" with the value "aabuconnntest+reimbtestvendor@gmail.com", and a "Memo: (max 500 chars)" text area containing the text "You can type an optional memo.". Below the memo field is a red asterisk and the text "*Required Field". At the bottom right are two buttons: "Cancel" (red) and "Send" (green).

6. Your reimbursement request has been sent



Reimbursement Only

7. Once you have sent a reimbursement request, you can view the status of your requests

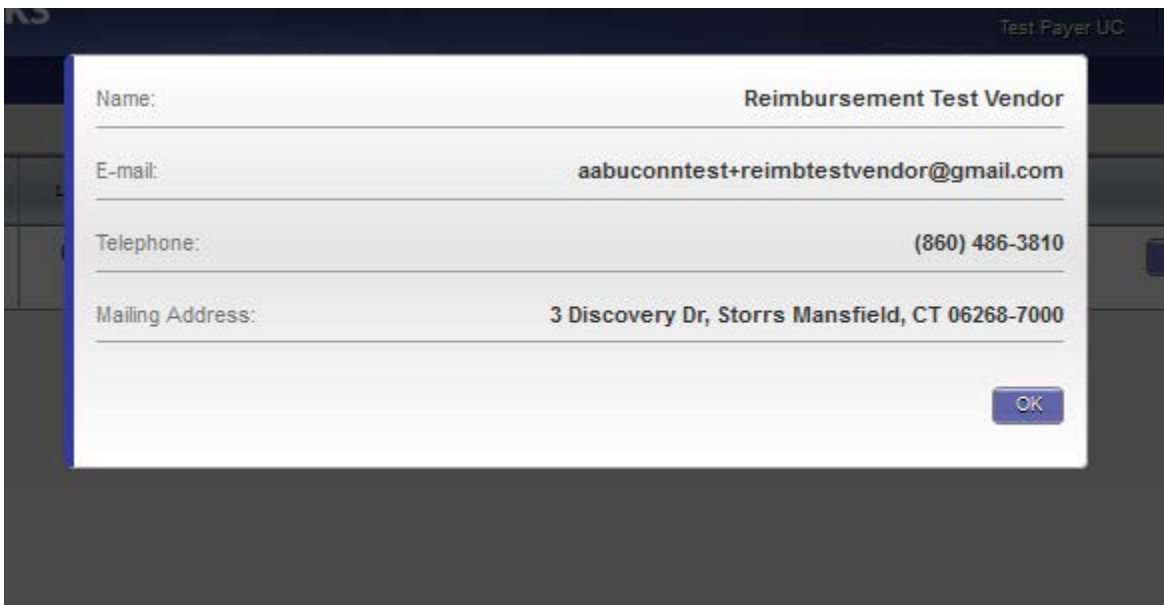


The screenshot shows the PaymentWorks interface for managing reimbursements. The top navigation bar includes the PaymentWorks logo, user information (AP Vendors, University of Connecticut), and links for Help, Account, and Logout. Below the navigation bar, there are tabs for "New Vendors" and "Reimbursements". The main content area is titled "Send and" and features a "Filter Results:" sidebar on the left. This sidebar includes input fields for Recipient, Initiator, and Memo; dropdown menus for Delivery Status (set to "Email Sent") and Submit Status (set to "Unspecified"); a checked checkbox for "Show Processed:" with a red arrow pointing to it; and buttons for "Clear Filters" and "Send Request for Information". The main table displays a single request with the following details:

REQUEST SENT	LAST UPDATED	NAME	DELIVERY STATUS	SUBMISSION STATUS	MEMO	RESEND
09/05/2017	09/05/2017	Test Reim aabuconntest+reimonly090517@gmail.com	E-Mail Sent	Not Started		Resend

Note: Be sure to select "show processed"

8. To view the vendor's submission, click on "view processed form"



The screenshot shows a modal window displaying vendor information for "Reimbursement Test Vendor". The form includes the following fields:

- Name: Reimbursement Test Vendor
- E-mail: aabuconntest+reimbtestvendor@gmail.com
- Telephone: (860) 486-3810
- Mailing Address: 3 Discovery Dr, Storrs Mansfield, CT 06268-7000

An "OK" button is located at the bottom right of the form.