

## PaymentWorks – New Vendor Onboarding

As an update to our prior message, we have reactivated PaymentWorks for new vendor onboarding. Reminder: effective 7/1/17, the open link to [www.paymentworks.com/uconn](http://www.paymentworks.com/uconn) will no longer be available for new vendors to sign up to complete the vendor application. Instead, University departments must send invitations through PaymentWorks to new vendors in order to start the vendor onboarding process.

These invitations are generated from PaymentWorks; and therefore, University departments must first request user access to PaymentWorks to be able to send the invitations. Please send requests for access to [APPaymentWorks@uconn.edu](mailto:APPaymentWorks@uconn.edu). Include the name(s) and email address(s) of the UConn employee(s) who require access. Once access is granted, training materials will be provided.

We appreciate your patience while we worked on this issue. If you have further questions or need assistance, please contact Amanda Baron (860-486-3810), or Chris Chhoeun (860-486-3387).

Accounts Payable Department