

PaymentWorks Vendor Guide

Procurement Office

March 2023

**Companies registering with
PaymentWorks in the next slides**

*(Individual payees please skip ahead to
slide 35 for instructions)*

UNT System and PaymentWorks

In order to establish you or your company as a **payee** or **vendor** with UNT System, you must **first** register in PaymentWorks.

Note: This applies to individual persons as well as companies.

Vendors must use the hyperlink provided in the email sent by only a UNT, UNT Health Science Center, UNT Dallas, or UNT System Administration department.

UNTS Partners with PaymentWorks cont.

As a state agency, UNT System is required to collect information from domestic and foreign vendors to procure or pay for goods or services through the completion of one or two IRS forms (W-9 or W-8BEN).

PaymentWorks mirrors these forms when the online registration process is complete.

For further clarification about your vendor status with the IRS, please visit the following websites for instructions:

[IRS W-9 Form and Instructions](#)

[IRS W-8BEN Form and Instructions](#)

Vendor Registration in PaymentWork

As a vendor conducting business with a UNTS department, you will receive an invitation requesting you or your company to participate in the PaymentWorks platform.

****Before beginning your PaymentWorks registration, please make sure you have a tax form (W-9 or W-8BEN) and a bank validation file on hand for file upload. Bank validation includes one of the following:**

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

UNT SYSTEM™
Office of Procurement

PaymentWorks

Dear Test Vendor 123 Company:

Supplier Management with The University of North Texas System (Test) has invited you to register as a new vendor.

Hello, this is to set up payment for invoice #1234

In order for The University of North Texas System (Test) to establish you or your company as a payee or vendor, please [click here](#) to register on PaymentWorks.

The University of North Texas System (Test) requires the use of electronic payments, so before you begin the registration process, please be sure to have the following information available:

1. A valid tax ID (either an EIN or SSN) via W9 for US vendors or W8Ben/W8Ben-E (most up to date version) for foreign vendors required
2. You will need to upload a Bank Validation file for ACH/EFT or Wire Payments- <https://community.paymentworks.com/payers/s/article/What-Is-A-Bank-Validation-File>
3. If you wish to enroll in J.P. Morgan's Single-Use Accounts (SUA) virtual card payment program for Electronic Payments, please make this selection during registration(subject to fees).

If you have questions regarding billing, invoices, or payments, please contact The University of North Texas System (Test) Accounts Payable at invoices@untsystem.edu.

If you have questions regarding the PaymentWorks platform or specific aspects of the registration process, please review the help documentation or contact Support [here](#).

Thank you for your support.

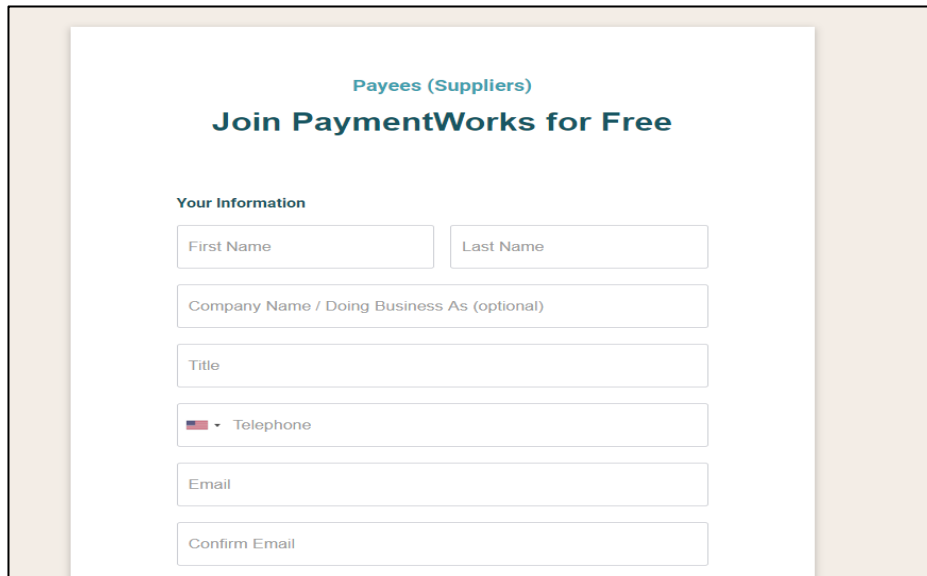
Sincerely,

Supplier Management

The University of North Texas System (Test)

Vendor Registration in PaymentWorks cont.

1. Complete your information:
 1. Contact name and title
 2. Company name
 3. Telephone number
 4. Email address
 5. Agree to terms and conditions
2. Create a password



Payees (Suppliers)
Join PaymentWorks for Free

Your Information

First Name Last Name

Company Name / Doing Business As (optional)

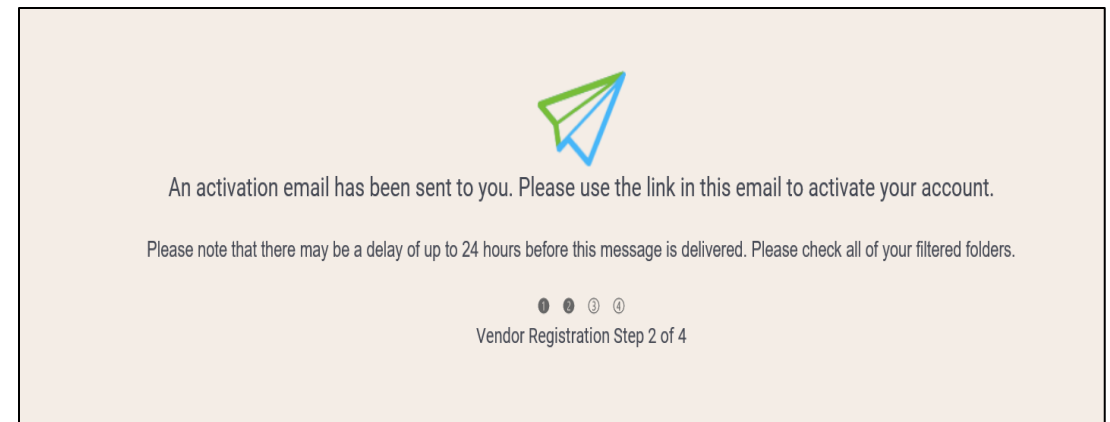
Title

Telephone

Email

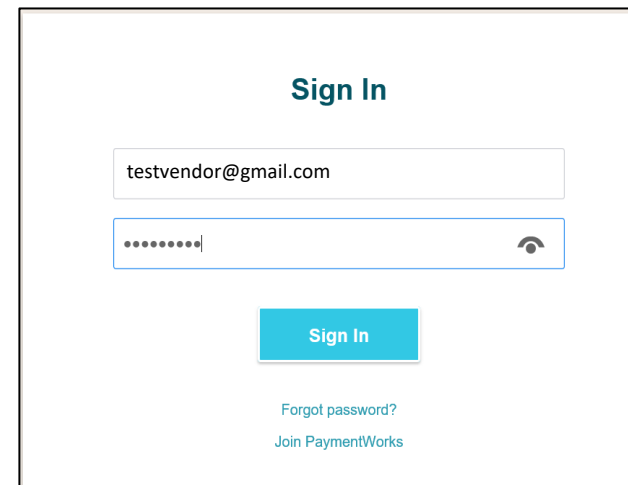
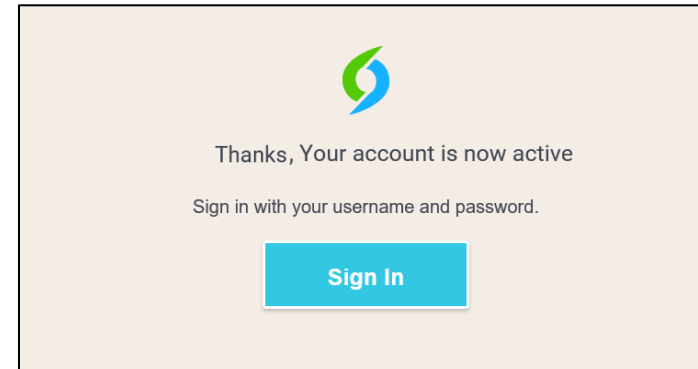
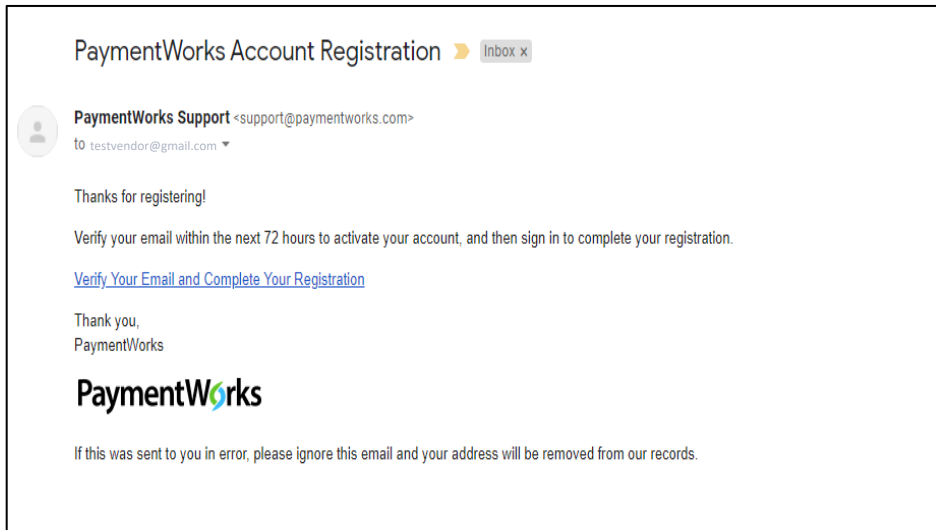
Confirm Email

3. After submitting your information, PaymentWorks Support sends a confirmation email to you. Verify your email address within 72 hours to activate your account.



Vendor Registration in PaymentWorks Cont.

4. Sign in and complete the remaining registration information




Vendor Registration in PaymentWorks Cont.

5. The process will prompt a multi-factor authentication step (phone call or text)

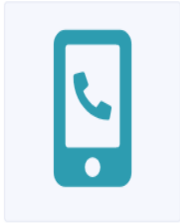
Note: if you have trouble using multi-factor authentication, please contact PaymentWorks support for assistance.

Multi-Factor Authentication

Please select the method to verify your multi-factor authentication enabled device: XXX-XXX-4213



SMS Text Message




Voice Call

[Send Code](#)

6. Confirm code

[Back](#)

Multi-Factor Authentication



A phone call containing your authentication code has been placed to XXX-XXX-4213

[Resend code](#)

[Confirm Code](#)

Complete New Vendor Registration

- Complete all required* fields from the registration form.
- Include company information, such as:
 - Company type and ownership
 - TIN or Social Security number
 - Tax classification
 - Accounts receivable contact

The next slides include screenshots of the information required to complete the form.

UNT SYSTEM™
Office of Procurement

The University of North Texas System
New Vendor Registration

Welcome, Bob Smith!

In order to onboard as a new vendor, you will have to fill out and submit the following form to **The University of North Texas System**

You will be notified by email when your application is processed.

Tax Information

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

For tax purposes, which best describes you?*

Individual, Sole Proprietorship, or Single-member LLC

Corporation or other complex business entity

Complete New Vendor Registration – Corporations or Other Complex Business Entities – Tax Information

Tax Information and tax ID:

Tax Information

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

Country of Incorporation or Organization*
Select an Option
United States

Business Legal Name*
Legal Name is defined as your company's official name that appears on government and legal forms and is tied to your company's Tax Identification number.
Enter Text Here

EIN*
9 digits, no dashes or spaces
Enter Value Here

Confirm EIN*
Enter Value Here

Tax Classification*
This can be found on section 3 of your W-9.
Select an Option

W-9 upload and backup withholding information:

Tax Information

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

Generate Electronic W-9*

When you use PaymentWorks, we will create an IRS form W-9 for you automatically, unless you opt out. Electronic W-9's are convenient for you and provide enhanced security for your information. You may wish to opt-out of electronic W-9 generation if you have any exemptions (Section 4) or specific signature requirements (see instructions on page 4 and 5 of the W-9).

Yes
 No

Form W-9 Certifications

You have chosen to submit your Form W-9 electronically. Please confirm the following certifications:

Tax ID Type
 The Tax ID number shown on this form is my correct taxpayer identification number

Backup Withholding
I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.
 (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Citizenship
 I am a U.S. citizen or other U.S. person

Complete New Vendor Registration – Corporations or Other Complex Business Entities – Company Information

Company Information – contact information for your business, and a brief description of the goods or services your business provides to customers:


Company Information

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

Business Name or DBA*

Business Name or DBA is defined as the name your company uses to present itself to the public. This name may not necessarily be tied to your Tax Identification Number.

Telephone Number*



Preferred Email*

Website
Description of Goods or Services

Complete New Vendor Registration – Corporations or Other Complex Business Entities – Addresses

Primary address: physical location of building where business is conducted. Cannot be a PO Box address.

Primary Address

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

Country*
Select an Option
United States

Street 1*
Enter Text Here
1112 Dallas Dr Ste 4200

Street 2
Enter Text Here
This field is required

City*
Enter Text Here
Denton

State*
Select an Option
Texas

Zip / Postal Code*
Enter Text Here
76205

Remittance address: where payments can be sent, or where the business receives mail. Can contain a PO Box address if one is used.

Remittance Address

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

Same as Primary Address

Country*
Select an Option
United States

Street 1*
Enter Text Here

Street 2
Enter Text Here

City*
Enter Text Here

State*
Select an Option

Zip / Postal Code*
Enter Text Here

Complete New Vendor Registration – Corporations or Other Complex Business Entities – Payment Methods

Payment Methods – The University of North Texas System currently does not issue paper checks to vendors. Only electronic payments are issued.

- **ACH** – Direct deposit to your bank account. Only use this option if payment is being sent to a US/domestic bank.
- **SUA (Single-Use Account)** – accelerated payment that will help reduce days sales outstanding (DSO).
 - Your company must be able to accept credit card payments to use SUA
 - There is a 3% fee for using SUA payments
- **Wire** – for international/foreign suppliers only. For US banks, please use either SUA or ACH.

Payment Information

Payment Method *

Select an Option ▼

Complete New Vendor Registration – Corporations or Other Complex Business Entities – Banking Information

Banking Information

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

Bank Name*

Name on Account*

Account Number*

Confirm Account Number*

Account Type*

Routing Number*

SWIFT Code

Note: You will need a copy of a bank validation file that can be uploaded to your PaymentWorks account for verification purposes.

Banking Information

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

Bank Validation File*
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

[Choose File](#)

No file chosen

Email Address for Payment Notifications*

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

I Agree

Complete New Vendor Registration cont.

Registration successfully submitted!

Submission Successful!

Your new vendor registration has been submitted successfully to The University of North Texas System

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

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

[Go To Your Dashboard](#)

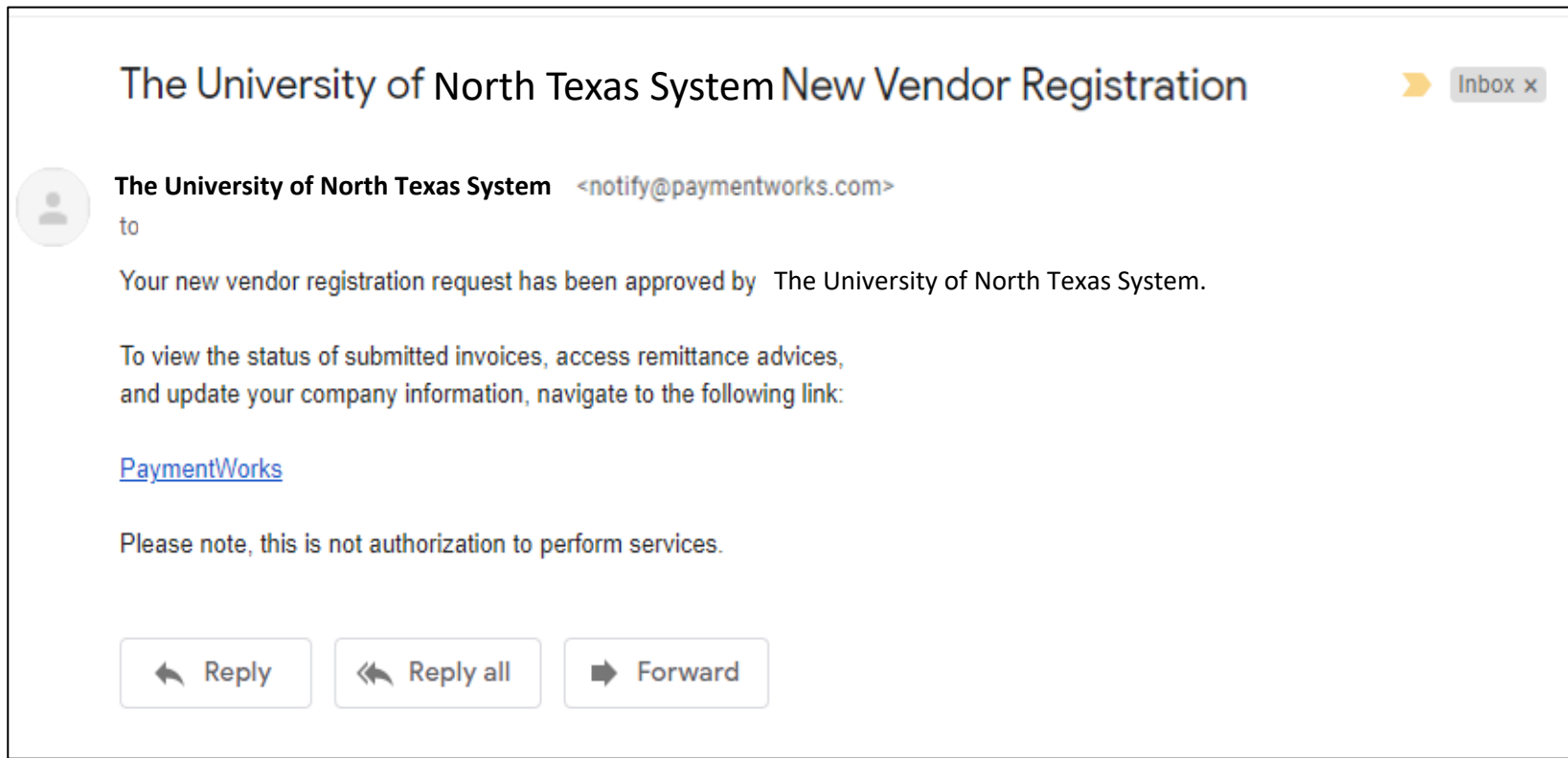
Complete New Vendor Registration cont.

You may access your dashboard now

The screenshot displays the PaymentWorks dashboard interface. At the top left is the PaymentWorks logo. On the top right, the user is identified as 'Zebra Tech, ZebraTech' with links for 'Company Profile', 'Help', 'Account', and 'Logout'. Below the header is a navigation bar with buttons for 'Home', 'Connect', 'Invoices', 'News Updates', 'Messages', and 'Remittances'. The main content area is titled 'Manage Your connections' and contains three panels: 'Active Connections' (showing 'No Active Connections'), 'Customer Registrations' (showing 'The University of North Texas System (Test)' with a 'Submitted' status), and 'Companies You May Want To Connect With' (showing 'No Current Suggestions.'). A footer section is titled 'Connect with your customers'.

Complete New Vendor Registration cont.

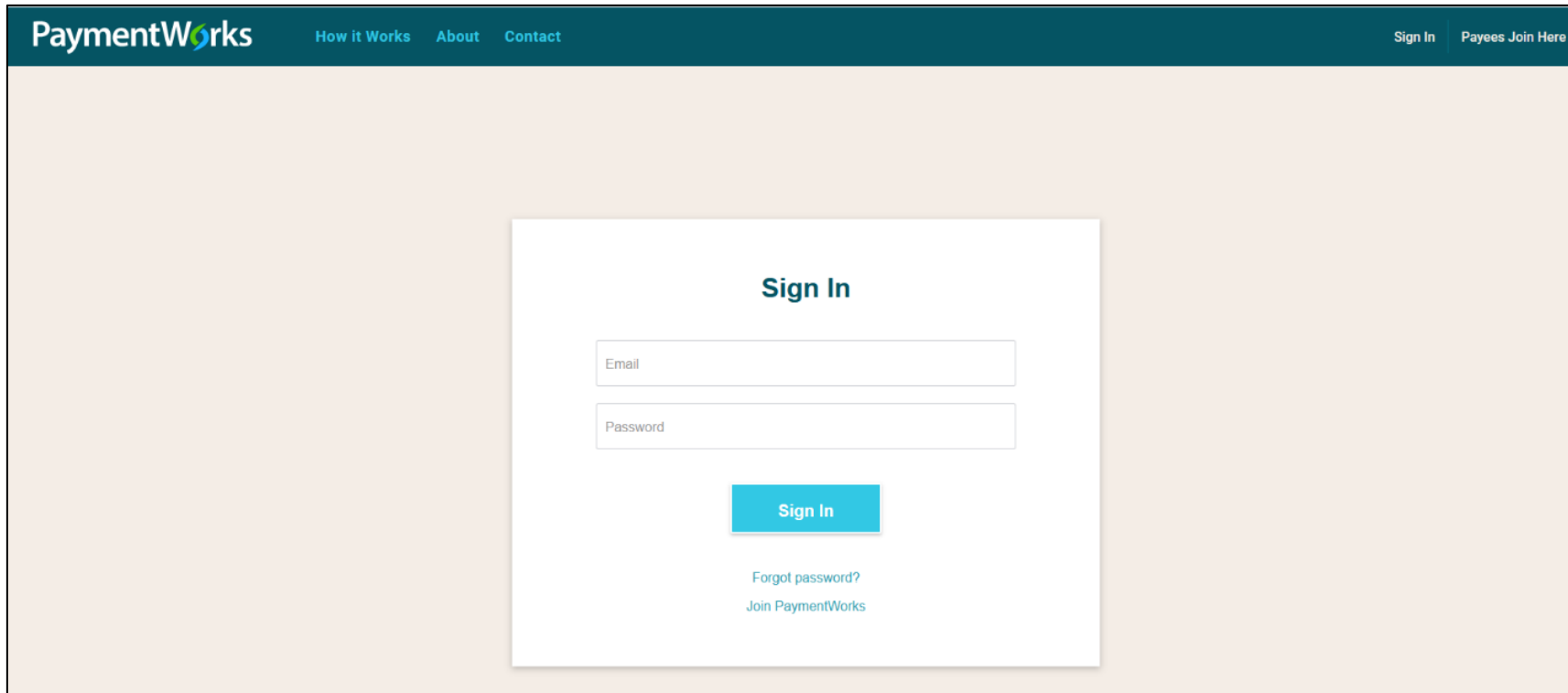
Once your online registration is approved by UNTS, you will receive an email confirmation.



Sign into PaymentWorks

Sign into PaymentWorks at: <https://www.paymentworks.com/df/accounts/login/> using the email and password you created during registration.

You may also grant additional access to other company users.

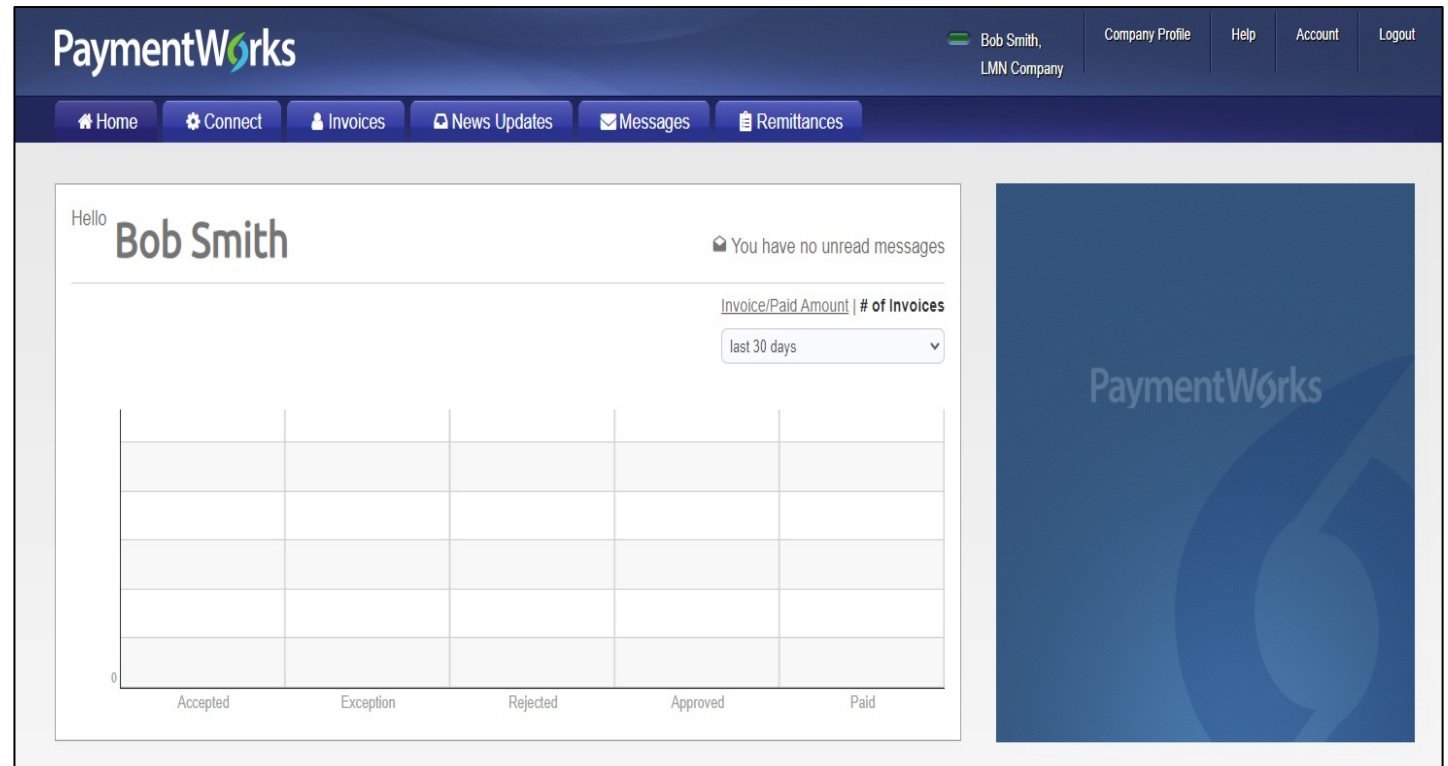


The screenshot shows the PaymentWorks website's sign-in interface. At the top, there is a dark teal navigation bar with the PaymentWorks logo on the left and links for 'How it Works', 'About', 'Contact', 'Sign In', and 'Payees Join Here' on the right. The main content area is a light beige color. In the center, there is a white rectangular box titled 'Sign In'. Inside this box, there are two input fields: 'Email' and 'Password'. Below the input fields is a blue 'Sign In' button. At the bottom of the box, there are two links: 'Forgot password?' and 'Join PaymentWorks'.

Vendor Portal

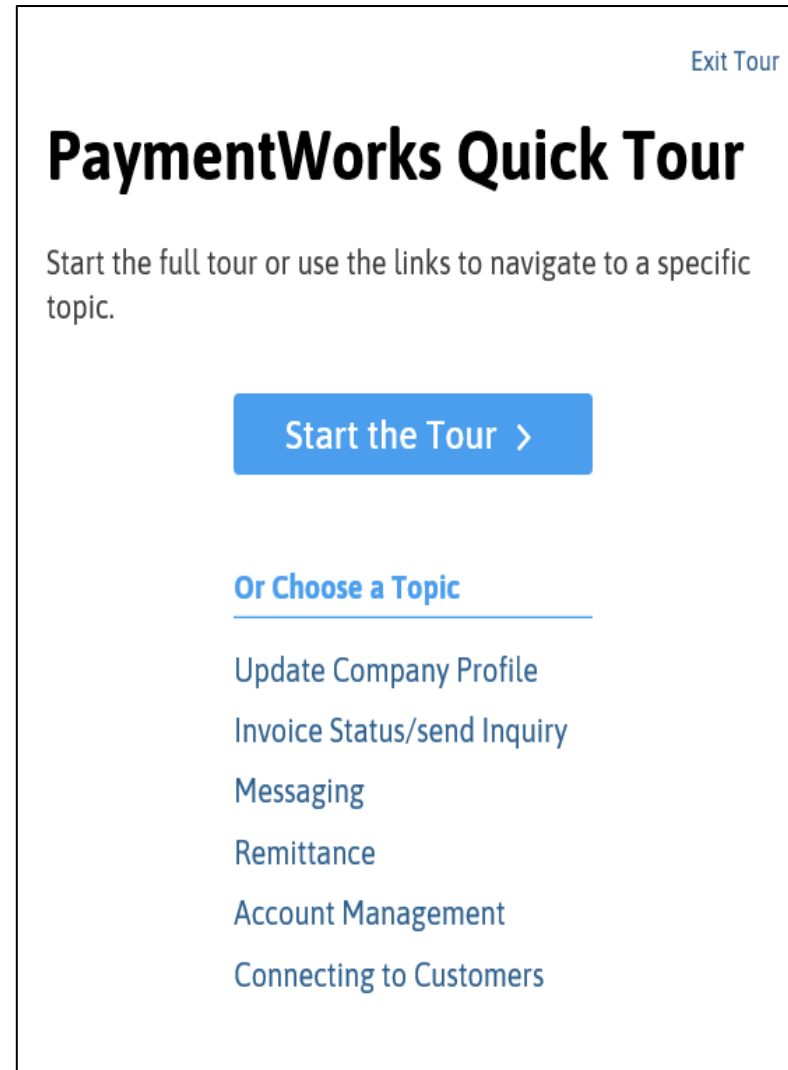
The vendor portal homepage contains six tabs:

1. Home
2. Connect
3. Invoices
4. News Updates
5. Messages
6. Remittances



Vendor Portal

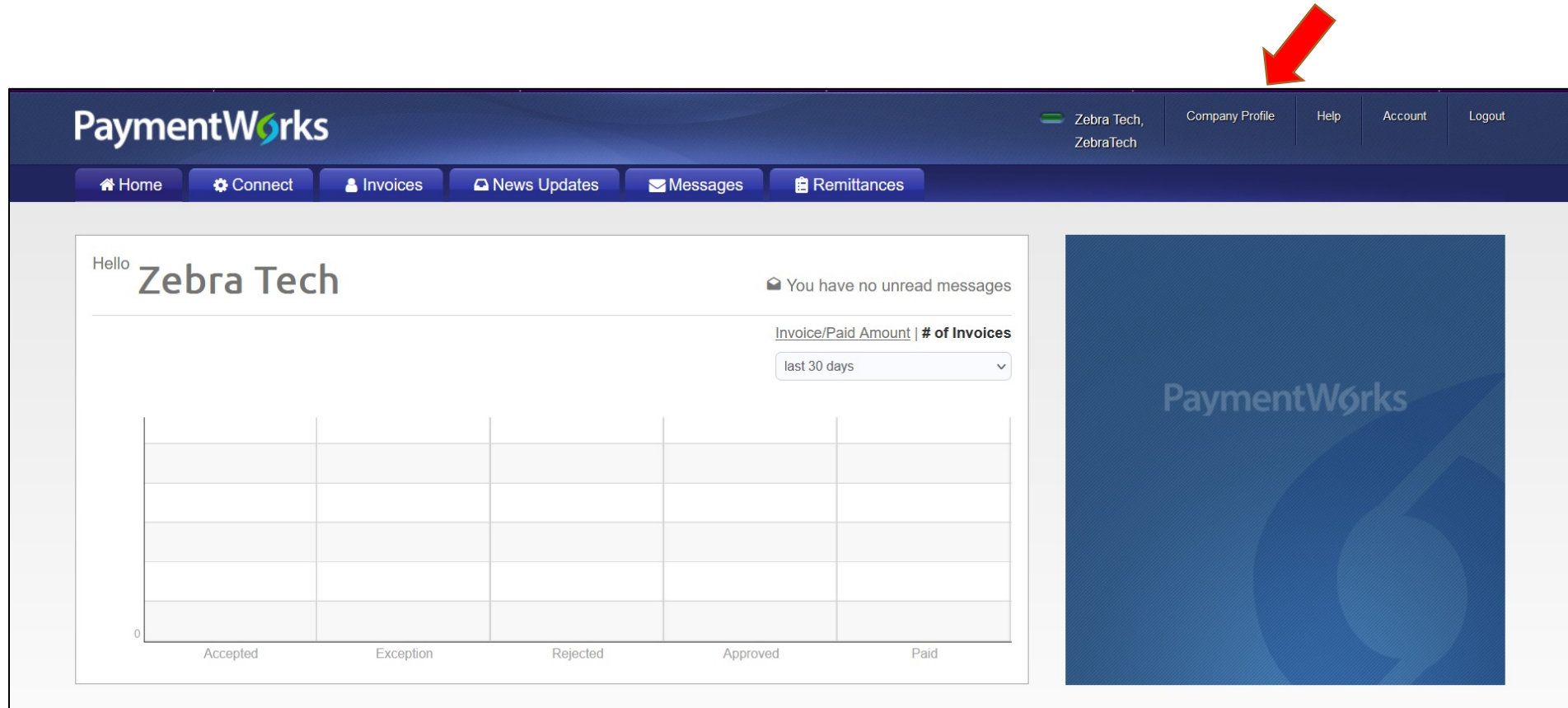
PaymentWorks will prompt you to a quick tour:



The screenshot shows a 'PaymentWorks Quick Tour' interface. At the top right, there is a link for 'Exit Tour'. The main heading is 'PaymentWorks Quick Tour'. Below the heading, there is a sub-heading 'Start the full tour or use the links to navigate to a specific topic.' A prominent blue button with the text 'Start the Tour >' is centered. Below the button, there is a section titled 'Or Choose a Topic' with a horizontal line underneath. This section lists several navigation options: 'Update Company Profile', 'Invoice Status/send Inquiry', 'Messaging', 'Remittance', 'Account Management', and 'Connecting to Customers'.

Company Profile

Your Company Profile is located at the top right corner of the homepage. This is where you can make any account or vendor updates or changes.



The screenshot shows the PaymentWorks homepage for a user named Zebra Tech. The top navigation bar includes the PaymentWorks logo, the user's name 'Zebra Tech, ZebraTech', and links for 'Company Profile', 'Help', 'Account', and 'Logout'. A red arrow points to the 'Company Profile' link. Below the navigation bar are buttons for 'Home', 'Connect', 'Invoices', 'News Updates', 'Messages', and 'Remittances'. The main content area features a greeting 'Hello Zebra Tech', a message 'You have no unread messages', and a table header for 'Invoice/Paid Amount | # of Invoices' with a dropdown menu set to 'last 30 days'. The table is currently empty. To the right is a large blue graphic with the PaymentWorks logo.

Company Profile

Under **Business Details**, you may edit or update general company information.

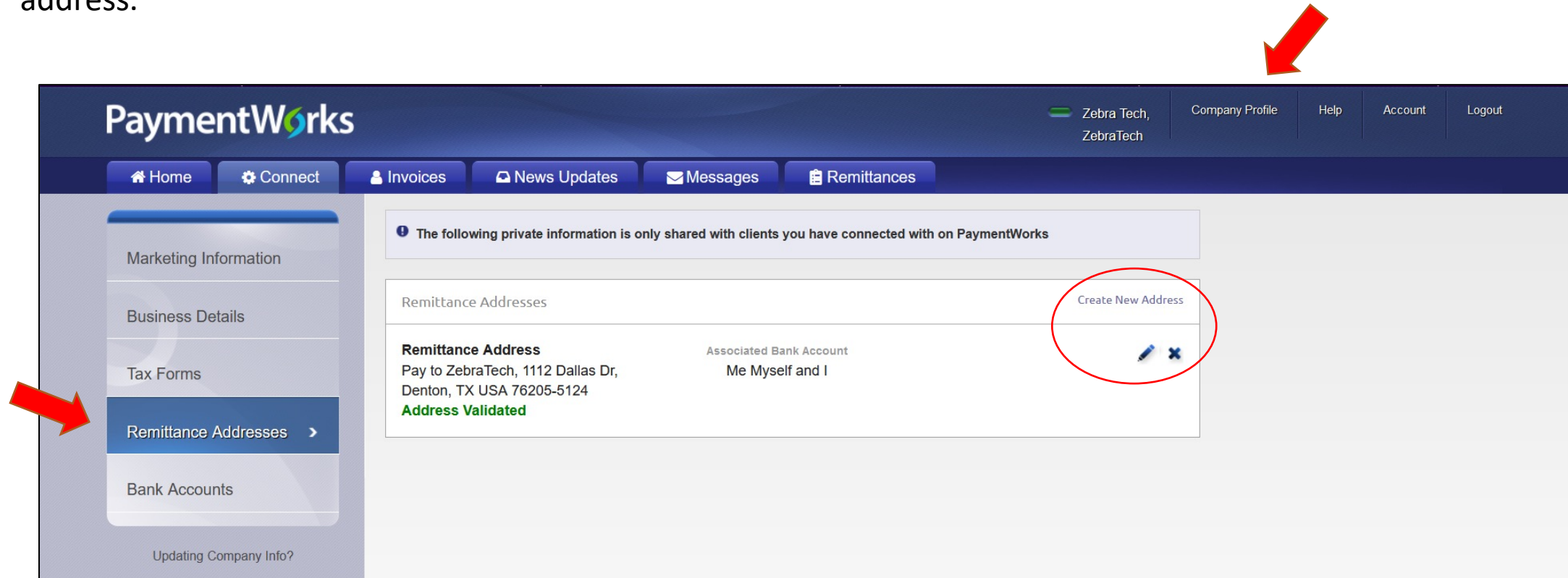
The screenshot displays the PaymentWorks interface for a user named Zebra Tech. The top navigation bar includes links for Home, Connect, Invoices, News Updates, Messages, and Remittances. The user's profile information is visible in the top right, including the name 'Zebra Tech, ZebraTech' and links for Company Profile, Help, Account, and Logout. The 'Company Profile' link is highlighted with a red arrow. The main content area is titled 'Business Details' and contains a form for updating company information. The form fields are as follows:

- Legal Name: ZebraTech
- Tax Country: United States of America
- Business EIN (TIN): *****6789 [show]
- Business EIN (TIN) / Legal Name Validation: VALID ✓
- Tax Classification: C Corporation
- D&B D-U-N-S Number: (empty field)
- Unique Entity Identifier: (empty field)

An 'Edit' button is located at the bottom right of the form. A sidebar on the left contains links for Marketing Information, Business Details (selected), Tax Forms, Remittance Addresses, and Bank Accounts. A red arrow points to the 'Business Details' link in the sidebar. A message at the top of the form states: 'The following private information is only shared with clients you have connected with on PaymentWorks'. At the bottom of the sidebar, there is a link for 'Updating Company Info?'.

Company Profile

Under **Remittance Addresses**, you may update remittance addresses by clicking the **Create New Address** to create a new address, using the **pencil** icon to edit an existing address, or by clicking on the **x** to remove an old address.



The screenshot displays the PaymentWorks interface for a user named Zebra Tech, ZebraTech. The main navigation bar includes Home, Connect, Invoices, News Updates, Messages, and Remittances. The left sidebar contains Marketing Information, Business Details, Tax Forms, Remittance Addresses (highlighted with a red arrow), and Bank Accounts. The main content area shows a notification about private information sharing, followed by the Remittance Addresses section. This section includes a 'Create New Address' button (highlighted with a red arrow) and a table of existing addresses. The table has columns for Remittance Address and Associated Bank Account. One address is listed: 'Pay to ZebraTech, 1112 Dallas Dr, Denton, TX USA 76205-5124' with the status 'Address Validated' and an associated bank account 'Me Myself and I'. The edit (pencil) and delete (x) icons for this address are circled in red.

Remittance Address	Associated Bank Account
Pay to ZebraTech, 1112 Dallas Dr, Denton, TX USA 76205-5124 Address Validated	Me Myself and I

Company Profile

Under **Bank Accounts**, you may update banking information by clicking **Add Account** to add an additional bank account, using the **pencil** icon to edit an existing bank account, or by clicking on the **x** to remove an old bank account.



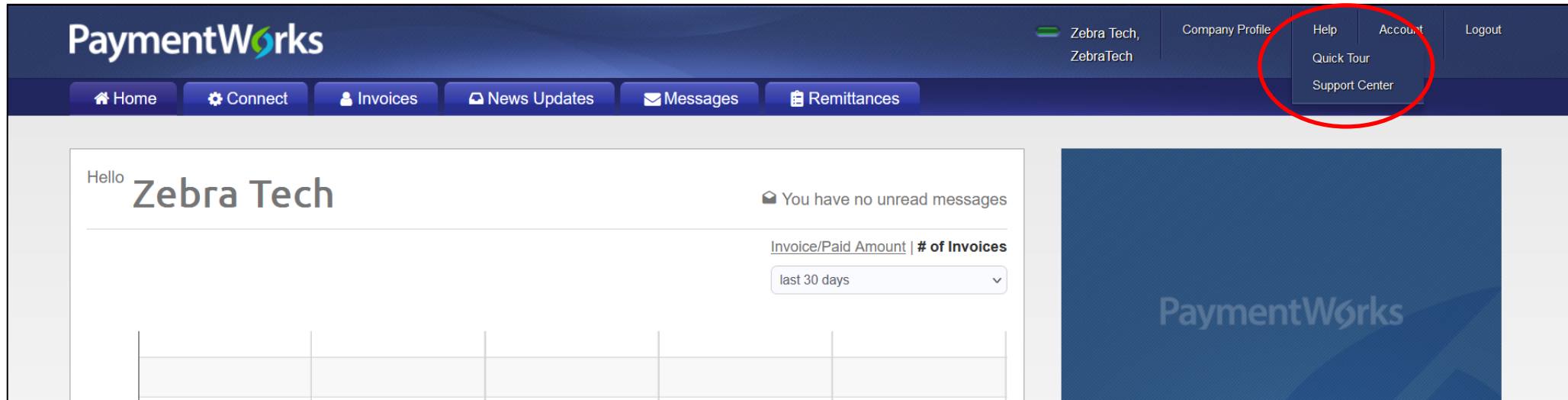
The screenshot displays the PaymentWorks interface. The top navigation bar includes the PaymentWorks logo, user information (Zebra Tech, ZebraTech), and links for Company Profile, Help, Account, and Logout. Below this is a secondary navigation bar with Home, Connect, Invoices, News Updates, Messages, and Remittances. The left sidebar contains a menu with Marketing Information, Business Details, Tax Forms, Remittance Addresses, and Bank Accounts (highlighted with a red arrow). The main content area shows a table of bank accounts with columns for Name on Account, Account Number, Edit, and Delete. A red circle highlights the Edit (pencil icon) and Delete (x icon) buttons for the account 'Me Myself and I' with account number *****4890. Below the table is an 'Add Account' button, also highlighted with a red circle and a red arrow from the text above. A status message at the bottom of the sidebar reads 'Updating Company Info?'.

NAME ON ACCOUNT	ACCOUNT NUMBER	EDIT	DELETE
Me Myself and I	*****4890	[show]	

[Add Account](#)

Quick Tour Help Link

To learn more about PaymentWorks, access the **Quick Tour** option under the **Help** link located next to Company Profile.



Account

Use the **Account** link to update personal setup information or reset your password.

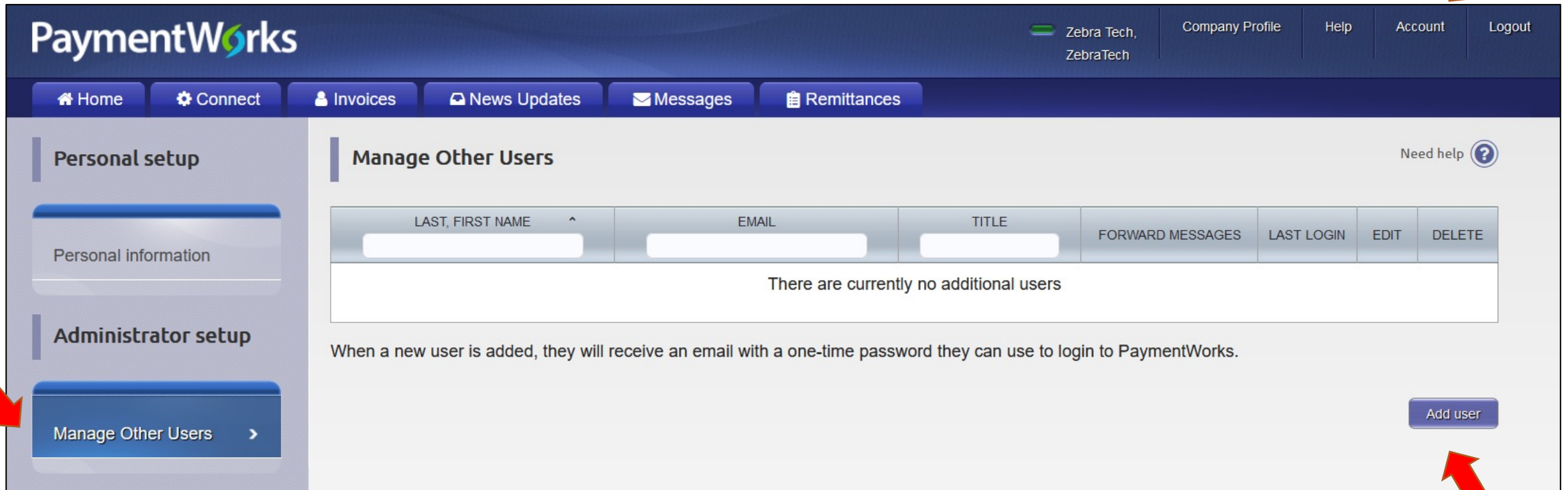
The screenshot displays the PaymentWorks user interface. At the top right, the 'Account' link is highlighted with a red arrow. The main navigation bar includes 'Home', 'Connect', 'Invoices', 'News Updates', 'Messages', and 'Remittances'. The left sidebar shows 'Personal setup' with a red arrow pointing to the 'Personal information' link, and 'Administrator setup' with a 'Manage Other Users' link. The main content area is titled 'Personal Information' and contains a form with the following fields:

- First Name: Zebra
- Last Name: Tech
- E-Mail: untpw2019zebratech@gmail.com
- Telephone: (940) 369-5500 ext. 1
- Title: CEO
- Forward Messages to E-Mail: Enabled
- Default Language: English
- Allow Browser Diagnostics Capture: Yes
- API Authorization Token: (with a 'Generate New Token' button)

At the bottom of the form, there are 'Reset password' and 'Edit' buttons, with a red arrow pointing to the 'Edit' button.

Account

Use the **Account** link to access the **Manage Other Users** section to add company users.



The screenshot displays the PaymentWorks user interface. At the top, the logo "PaymentWorks" is on the left, and the user profile "Zebra Tech, ZebraTech" is on the right. Navigation links include "Company Profile", "Help", "Account", and "Logout". A secondary navigation bar contains "Home", "Connect", "Invoices", "News Updates", "Messages", and "Remittances".

The main content area is titled "Manage Other Users" and includes a "Need help" link. Below the title is a table with columns for "LAST, FIRST NAME", "EMAIL", "TITLE", "FORWARD MESSAGES", "LAST LOGIN", "EDIT", and "DELETE". The table is currently empty, with the text "There are currently no additional users" centered below it. A note states: "When a new user is added, they will receive an email with a one-time password they can use to login to PaymentWorks." An "Add user" button is located at the bottom right of the table area.

Red arrows point to the "Account" link in the top right, the "Manage Other Users" button in the left sidebar, and the "Add user" button at the bottom right.

Checking the Status of your Registration

Click on the **Connect** tab to view status.

If the online registration is successfully completed, a **Complete** status under Customer Registrations section is noted. In the example below, the registration has been submitted by Zebra Tech, and is pending review and approval before a connection to UNTS is established.

The screenshot displays the PaymentWorks user interface. At the top, the logo 'PaymentWorks' is on the left, and user information 'Zebra Tech, ZebraTech' with links for 'Company Profile', 'Help', 'Account', and 'Logout' is on the right. A navigation bar contains 'Home', 'Connect' (highlighted with a red box), 'Invoices', 'News Updates', 'Messages', and 'Remittances'. Below this is the 'Manage Your connections' section with three panels: 'Active Connections' (No Active Connections), 'Customer Registrations' (The University of North Texas System (Test) Submitted), and 'Companies You May Want To Connect With' (No Current Suggestions). A red arrow points from the 'Submitted' status to the 'Customer Registrations' panel. The bottom section is 'Connect with your customers', featuring a search box with the text 'Search for your customer:', a search input field with the placeholder 'Enter at least 3 characters', and a 'Search' button. To the right is a link for 'How to Connect with your Customer'.

Invoice Tab

Vendors can view invoice payment information using the **Invoice** tab. Information such as:

- Customer name
- Invoice number
- Invoice date
- Invoice amount
- Invoice paid amount
- Purchase order number
- Invoice status
- Scheduled payment date

PaymentWorks

Home Connect **Invoices** News Updates Messages Remittances

Need help ?

CUSTOMER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	PAID AMOUNT
You currently have no invoices to view. Perhaps you need to make some...				

Date Type: Invoice Date

Date Range: All

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy

Show Only Pay Early Offers:

Customer:

Vendor Number:

Invoice Number:

Purchase Order:

Status: All

Amount Type: Invoice Amount

Min Amount Max Amount

Clear Filters Can't find an invoice?

Remittance Tab

View remittance address information by selecting the **Remittance** tab.

The screenshot shows the PaymentWorks web application interface. At the top, the logo "PaymentWorks" is on the left, and user information "Zebra Tech, ZebraTech" along with links for "Company Profile", "Help", "Account", and "Logout" are on the right. A navigation bar below the logo contains buttons for "Home", "Connect", "Invoices", "News Updates", "Messages", and "Remittances". The "Remittances" button is circled in red. Below the navigation bar is a search and filter sidebar on the left with fields for "Date Range" (set to "All"), "Start Pay Date", "End Pay Date", "Customer Name", "Pay Document #", "Min Total Amt", and "Max Total Amt". A "Clear" button and a "csv" download icon are at the bottom of the sidebar. The main content area features a table with columns: "CUSTOMER NAME", "PAY DOCUMENT #", "PAY DATE", and "TOTAL AMOUNT". The table is currently empty, displaying a message: "You have no remittances to view. Perhaps you haven't made any connections or none of the invoices which appear under the Invoice tab have been paid and have an associated payment document number. Click [Connect](#) to proceed."



Tips & Tricks

- A PaymentWorks representative may contact you or your company directly to verify banking information.
- The **ACH** (Direct Deposit) option is only for banks that are based in the United States.
- The **Wire Transfer** payment option is reserved to pay **foreign vendors** that do not bank in the United States.



Tips & Tricks cont.

- If you update your information, the system may require you to attach a new copy of your company's Insurance Certificate or Diversity Certificate.
- You may experience further delays or require additional clearances, if your company TINS is flagged with a domestic or foreign **Financial Sanction** or **State vendor hold**.
- You must complete the online registration process with UNTS, even if you participate in a similar platform with another University, State agency, or organization.



Tips & Tricks cont.

- If your company already has a PaymentWorks account, you must still complete the UNTS vendor registration that is emailed to you by a UNT representative. For more information on how to connect an existing account, please visit the PaymentWorks support article here: [Connecting an Existing PaymentWorks Account](#)

Contact Information

Contact PaymentWorks when you:

- Experience issues navigating the platform
- Forget your user name
- Need to reset your password

PaymentWorks:

Email: support@paymentworks.com

**Individual payees registering with
PaymentWorks in the next slides**

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UNT SYSTEM™
Office of Procurement

PaymentWorks

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1. A valid tax ID (either an EIN or SSN) via W9 for US vendors or W8Ben/W8Ben-E (most up to date version) for foreign vendors required
2. You will need to upload a Bank Validation file for ACH/EFT or Wire Payments- <https://community.paymentworks.com/payers/s/article/What-Is-A-Bank-Validation-File>
3. If you wish to enroll in J.P. Morgan's Single-Use Accounts (SUA) virtual card payment program for Electronic Payments, please make this selection during registration(subject to fees).

If you have questions regarding billing, invoices, or payments, please contact The University of North Texas System (Test) Accounts Payable at invoices@untsystem.edu.

If you have questions regarding the PaymentWorks platform or specific aspects of the registration process, please review the help documentation or contact Support [here](#).

Thank you for your support.

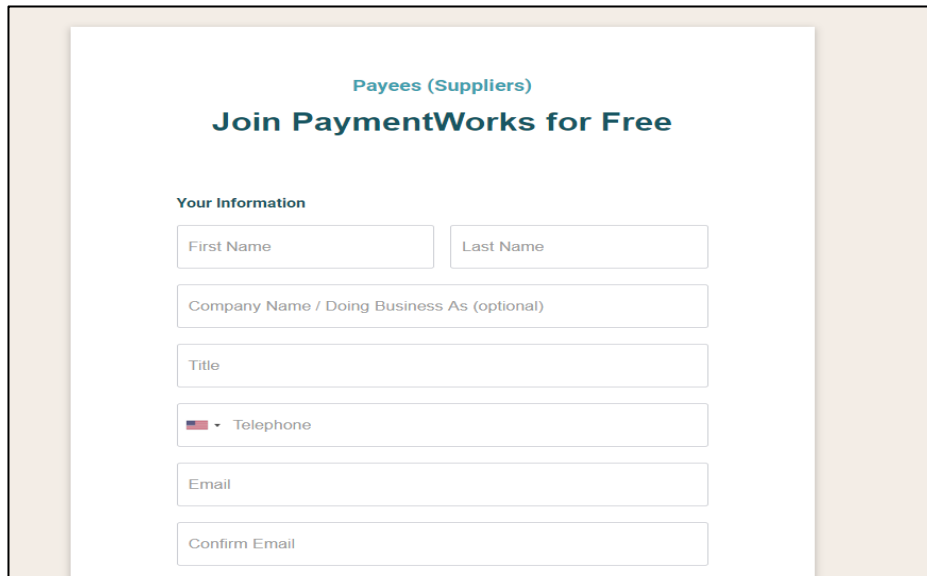
Sincerely,

Supplier Management

The University of North Texas System (Test)

Vendor Registration in PaymentWorks cont.

1. Complete your information:
 1. First and Last name as seen on your W-9
 2. DBA (if representing a Sole Proprietorship or Single-member LLC)
 3. Telephone number
 4. Email address
 5. Agree to terms and conditions
2. Create a password



Payees (Suppliers)
Join PaymentWorks for Free

Your Information

First Name Last Name

Company Name / Doing Business As (optional)

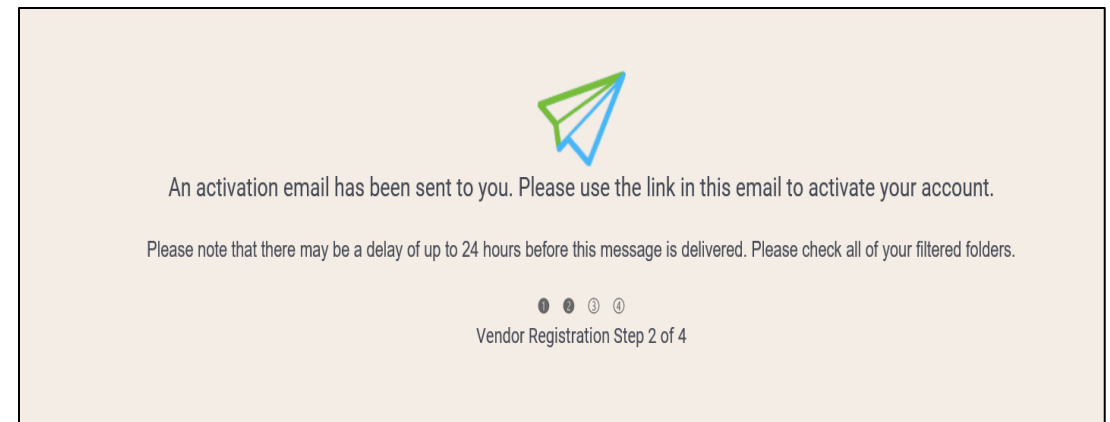
Title

Telephone

Email

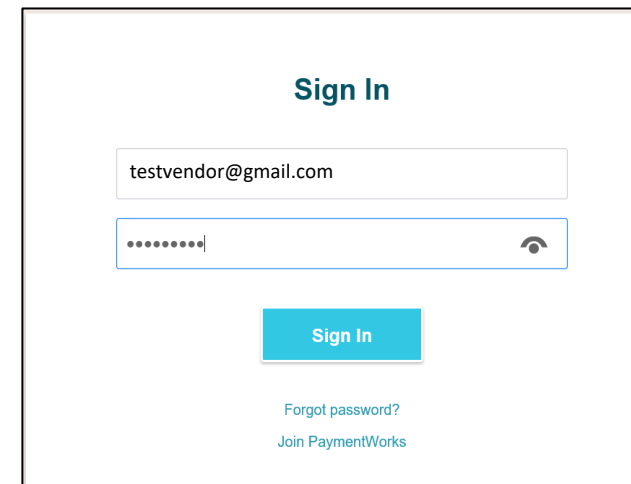
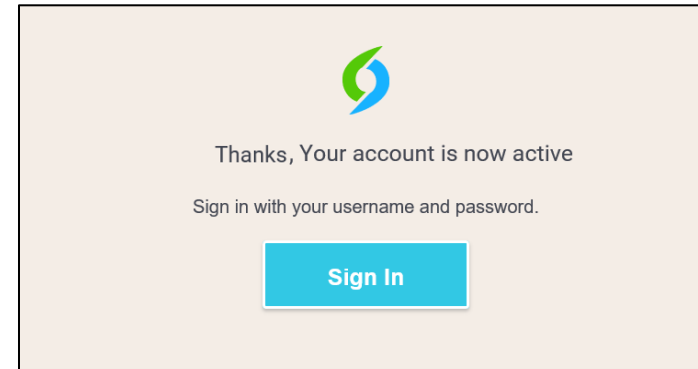
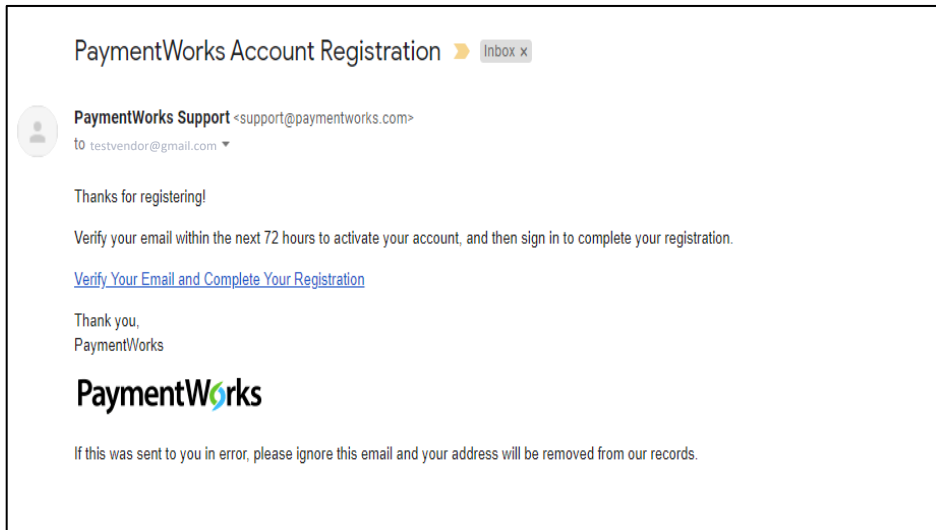
Confirm Email

3. After submitting your information, PaymentWorks Support sends a confirmation email to you. Verify your email address within 72 hours to activate your account.



Vendor Registration in PaymentWorks Cont.

4. Sign in and complete the remaining registration information




Vendor Registration in PaymentWorks Cont.

5. The process will prompt a multi-factor authentication step (phone call or text)

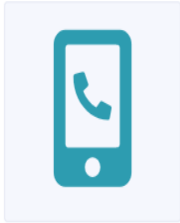
Note: if you have trouble using multi-factor authentication, please contact PaymentWorks support for assistance.

Multi-Factor Authentication

Please select the method to verify your multi-factor authentication enabled device: XXX-XXX-4213



SMS Text Message




Voice Call

[Send Code](#)

6. Confirm code

[Back](#)

Multi-Factor Authentication



A phone call containing your authentication code has been placed to XXX-XXX-4213

Authentication Code

[Confirm Code](#) [Resend code](#)

Complete New Vendor Registration

- Complete all required* fields from the registration form.
- Include information such as:
 - Legal name
 - Social Security number or TIN (TIN if Sole Proprietorship or Single-member LLC)
 - Tax classification
 - Accounts receivable contact (can be you)

The next slides include screenshots of the information required to complete the form.

The screenshot shows the header for the UNT SYSTEM Office of Procurement. Below the header, it says 'The University of North Texas System' and 'New Vendor Registration'. A personalized welcome message reads 'Welcome, Bob Smith!'. The main body of the form contains the instruction: 'In order to onboard as a new vendor, you will have to fill out and submit the following form to **The University of North Texas System**'. A note at the bottom of the main section states: 'You will be notified by email when your application is processed.'

Tax Information

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

For tax purposes, which best describes you?*

- Individual, Sole Proprietorship, or Single-member LLC
- Corporation or other complex business entity

Complete New Vendor Registration – Individual persons – Tax Information

Only use an **EIN** if you own a company (Sole Proprietorship or Single-member LLC). If you are an individual person being paid, select **SSN** to use your Social Security number for verification.

Tax Information

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

For tax purposes, which best describes you?*

Individual, Sole Proprietorship, or Single-member LLC
 Corporation or other complex business entity

Country of Citizenship*
(Country of Incorporation if using EIN)

Select an Option
United States

Are you using an SSN or EIN?*

SSN
 EIN

Legal First Name*
Enter Text Here

Legal Last Name*
Enter Text Here

Complete New Vendor Registration – Individual persons – Tax Information cont.

Make sure to have a **signed and dated** copy of your W-9 available for upload into your PaymentWorks account.

Tax Information

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

SSN*
9 digits, no dashes or spaces

Confirm SSN*

Generate Electronic W-9*

When you use PaymentWorks, we will create an IRS form W-9 for you automatically, unless you opt out. Electronic W-9's are convenient for you and provide enhanced security for your information. You may wish to opt-out of electronic W-9 generation if you have any exemptions (Section 4) or specific signature requirements (see instructions on page 4 and 5 of the W-9).

Yes
 No

Form W-9 Certifications

You have chosen to submit your Form W-9 electronically. Please confirm the following certifications:

Tax ID Type

The Tax ID number shown on this form is my correct taxpayer identification number

Complete New Vendor Registration – Individual persons – Personal Information

Enter your contact information here, along with a brief description of the goods/services you will be providing to UNT System.


Personal Information

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

Your Full Name or DBA (doing business as) Business Name*

Enter your full name, or your business name as you would like it to appear on a check or other form of payment made out to you.

Telephone Number*



Preferred Email*

Website

Description of Goods or Services

Complete New Vendor Registration – Individual persons – Addresses

Primary address – where you currently reside. Cannot be a PO Box address, must represent a physical building.

Primary Address

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

Country*
Select an Option
United States

Street 1*
Enter Text Here

Street 2
Enter Text Here

City*
Enter Text Here

State*
Select an Option

Zip / Postal Code*
Enter Text Here

Remittance address – mailing address

Remittance Address

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

Same as Primary Address

Country*
Select an Option
United States

Street 1*
Enter Text Here

Street 2
Enter Text Here

City*
Enter Text Here

State*
Select an Option

Zip / Postal Code*
Enter Text Here

Complete New Vendor Registration – Individual persons – Additional Information

Check the applicable boxes for 1099 reporting purposes.

Additional Information

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

Supplier Category*
Select an Option
US Individual

1099 Tax Information

Are any of the following statements true?*

- I am or my company is being paid rent
- I am or my company is being paid royalties
- I am or my company is being paid for healthcare services
- I am or my company is being paid legal fees
- I am or my company is being paid for public speaking or entertainment
- None of these statements are true

Purchase Order Information

Do you accept Purchase Orders?*

Select an Option

Invoice Address Information

Will the address on your invoice be different than the remittance address above?*

Select an Option

Complete New Vendor Registration – Individual persons – Additional Information cont.

Complete the Conflict of Interest Information

Conflict of Interest Information

Are you or are you aware of anyone at your company who is a current University employee? *

Select an Option ▼

Are you or are you aware of anyone at your company who is a former University employee? *

Select an Option ▼

Are you or are you aware of anyone at your company who is related to a University employee? *

Select an Option ▼

Payment Methods:

- **ACH** – Direct deposit to your bank account. Only use this option if payment is being sent to a US/domestic bank.
- **SUA (Single-Use Account)** – accelerated payment method. You must be able to accept credit card payments to use SUA
 - There is a 3% fee for using SUA payments
- **Wire** – for international/foreign suppliers only. For US banks, please use either SUA or ACH.

Payment Information

Payment Method *

Select an Option ▼

Do you offer discounted payment terms? *

Select an Option ▼

Complete New Vendor Registration cont.

Registration successfully submitted!

Submission Successful!

Your new vendor registration has been submitted successfully to The University of North Texas System

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

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

[Go To Your Dashboard](#)

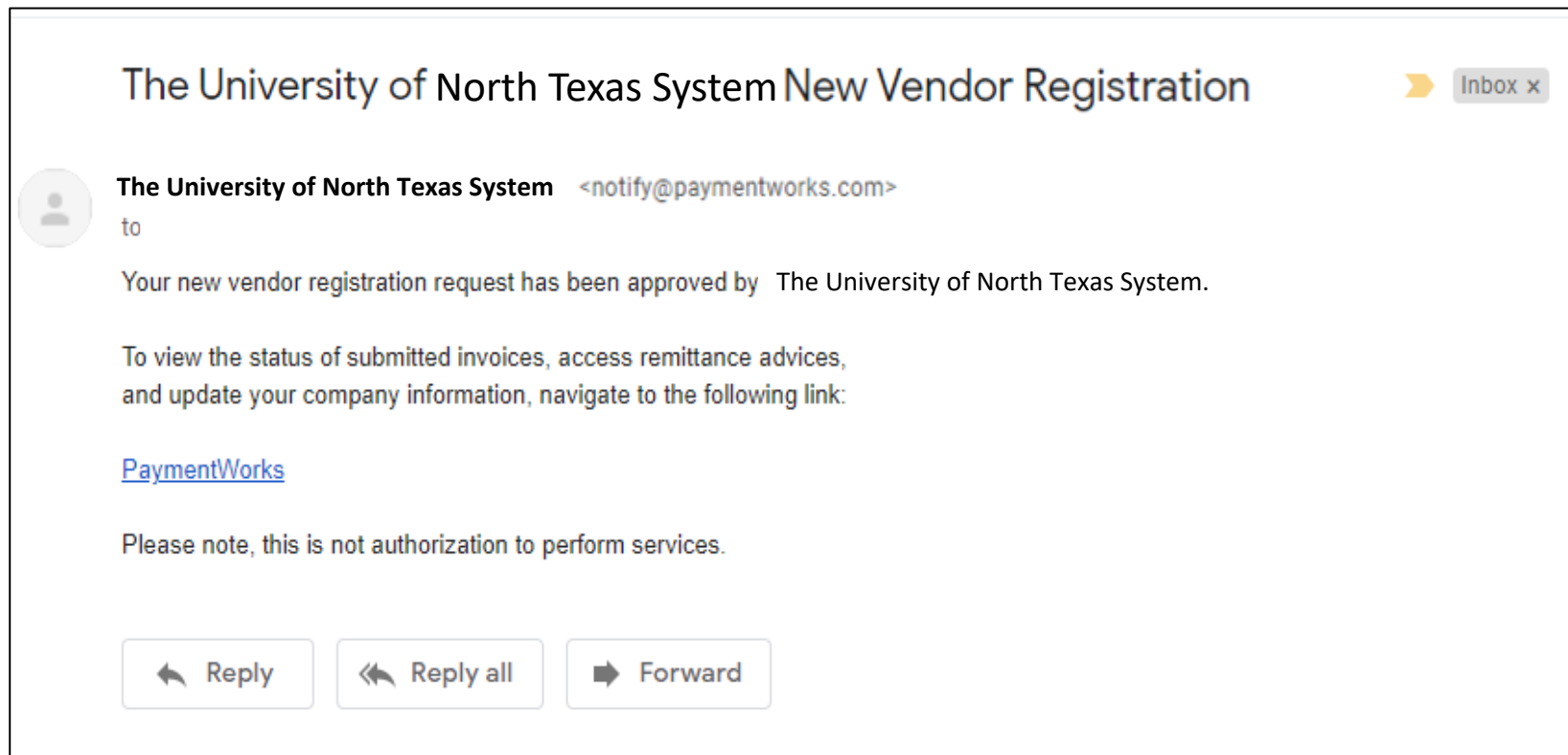
Complete New Vendor Registration cont.

You may access your dashboard now

The screenshot displays the PaymentWorks dashboard interface. At the top left is the PaymentWorks logo. On the top right, the user is identified as 'Zebra Tech, ZebraTech' with links for 'Company Profile', 'Help', 'Account', and 'Logout'. A navigation bar below the header contains buttons for 'Home', 'Connect', 'Invoices', 'News Updates', 'Messages', and 'Remittances'. The main content area is titled 'Manage Your connections' and features three panels: 'Active Connections' (showing 'No Active Connections'), 'Customer Registrations' (showing 'The University of North Texas System (Test)' with a 'Submitted' status), and 'Companies You May Want To Connect With' (showing 'No Current Suggestions.'). A footer section is titled 'Connect with your customers'.

Complete New Vendor Registration cont.

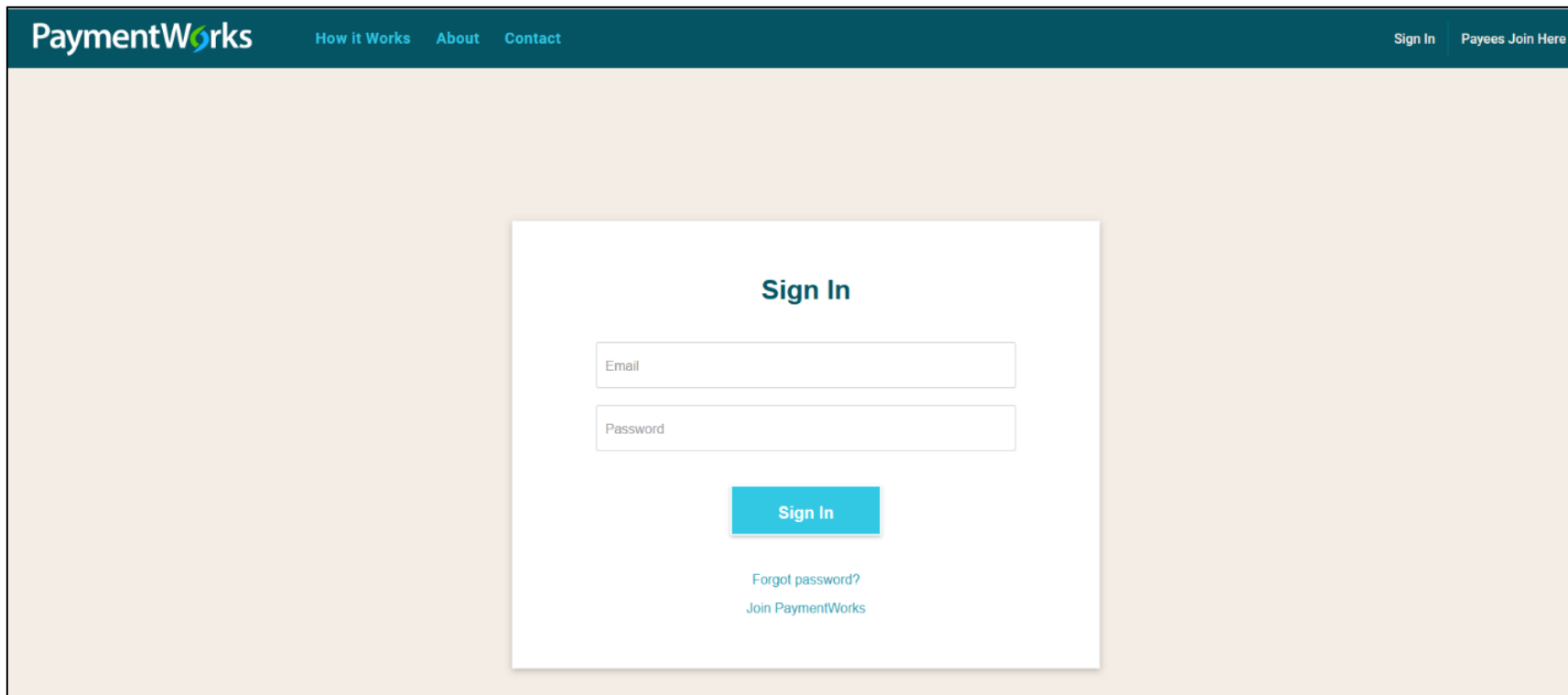
Once your online registration is approved by UNTS, you will receive an email confirmation.



Sign into PaymentWorks

Sign into PaymentWorks at: <https://www.paymentworks.com/df/accounts/login/> using the email and password you created during registration.

You may also grant additional access to other company users, if applicable.

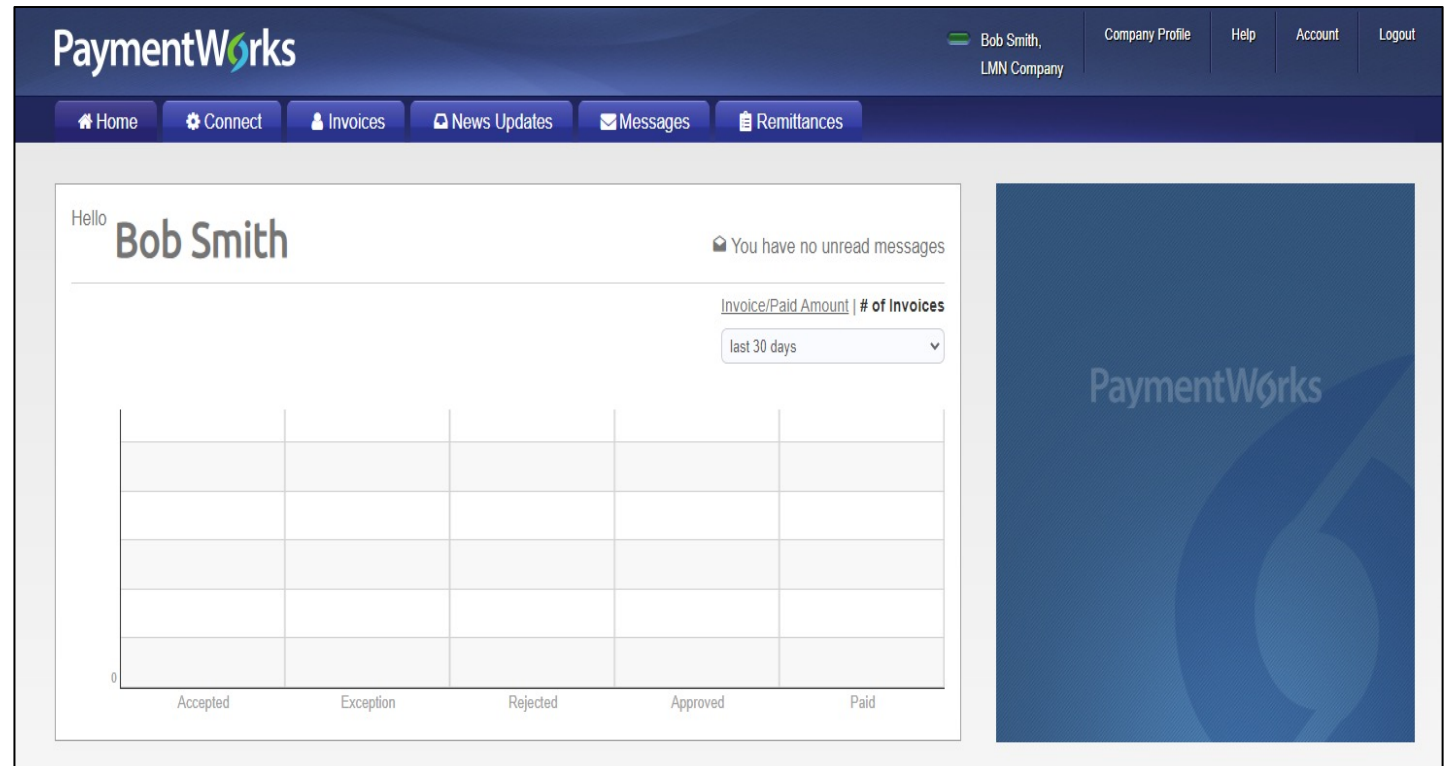


The screenshot shows the PaymentWorks website's sign-in interface. At the top, there is a dark teal navigation bar with the PaymentWorks logo on the left and links for 'How it Works', 'About', 'Contact', 'Sign In', and 'Payees Join Here' on the right. The main content area has a light beige background. In the center, a white box contains the 'Sign In' form. The form includes a title 'Sign In', an 'Email' input field, a 'Password' input field, a blue 'Sign In' button, and two links: 'Forgot password?' and 'Join PaymentWorks'.

Vendor Portal

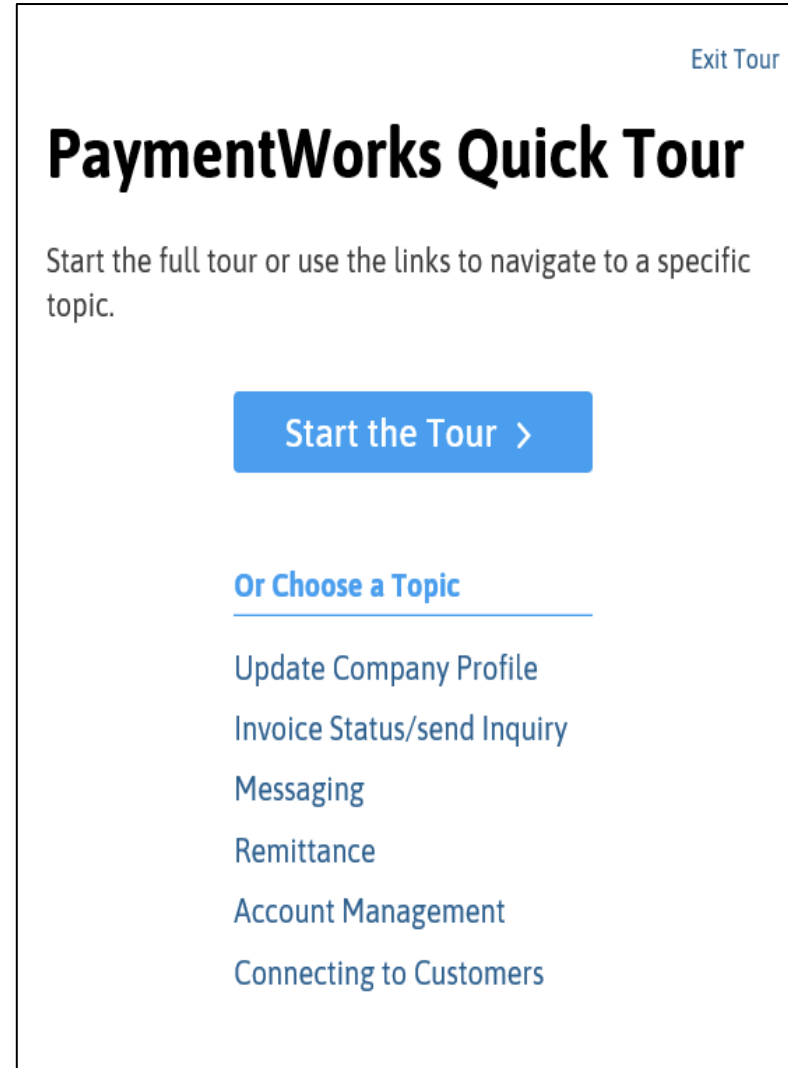
The vendor portal homepage contains six tabs:

1. Home
2. Connect
3. Invoices
4. News Updates
5. Messages
6. Remittances



Vendor Portal

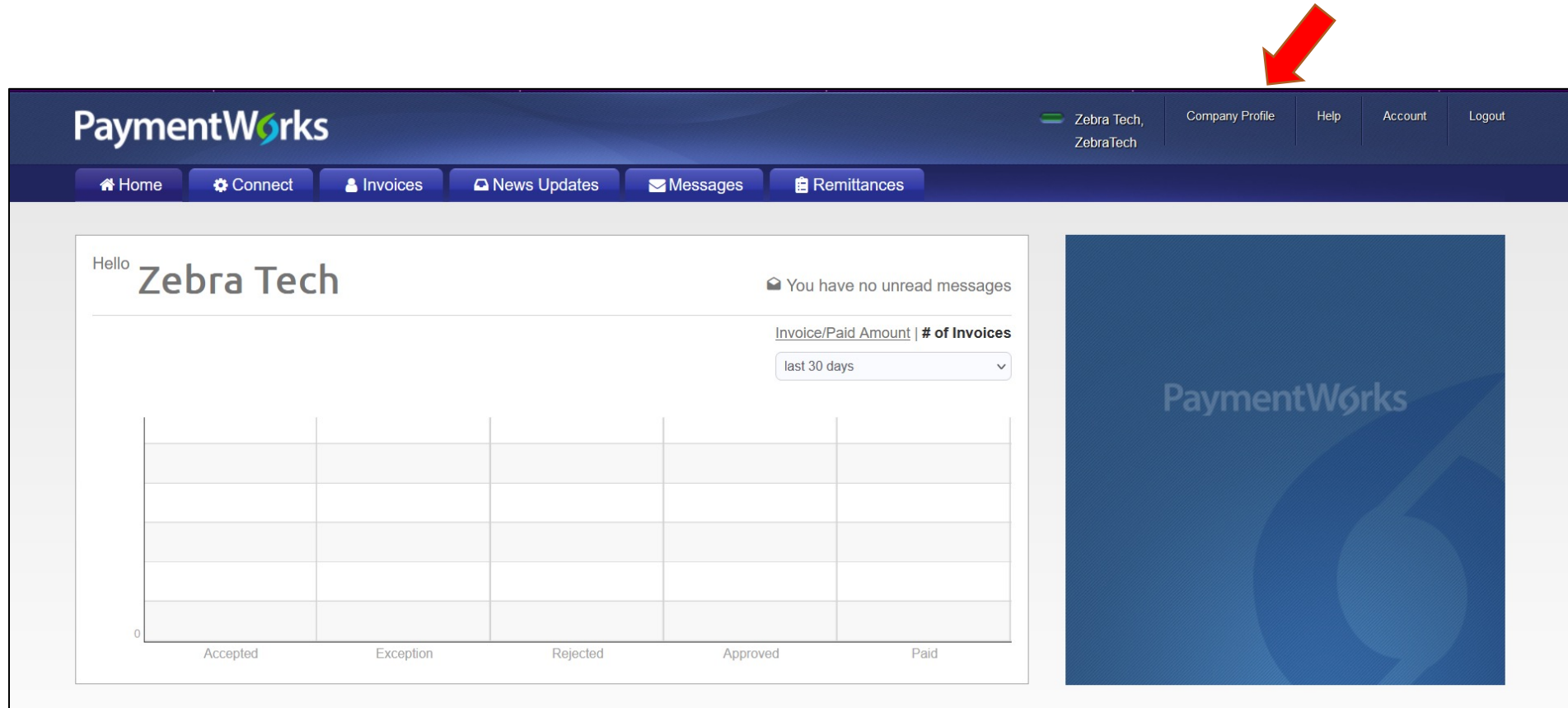
PaymentWorks will prompt you to a quick tour:



The screenshot shows a 'PaymentWorks Quick Tour' interface. At the top right, there is a link for 'Exit Tour'. The main heading is 'PaymentWorks Quick Tour'. Below the heading, there is a sub-heading 'Start the full tour or use the links to navigate to a specific topic.' A prominent blue button with the text 'Start the Tour >' is centered. Below the button, there is a section titled 'Or Choose a Topic' with a horizontal line underneath. This section lists several navigation options: 'Update Company Profile', 'Invoice Status/send Inquiry', 'Messaging', 'Remittance', 'Account Management', and 'Connecting to Customers'.

Company Profile

Your Company Profile is located at the top right corner of the homepage. This is where you can make any account or vendor updates or changes.



The screenshot shows the PaymentWorks homepage for Zebra Tech. The top navigation bar includes the PaymentWorks logo, the user name 'Zebra Tech, ZebraTech', and links for 'Company Profile', 'Help', 'Account', and 'Logout'. A red arrow points to the 'Company Profile' link. Below the navigation bar are tabs for 'Home', 'Connect', 'Invoices', 'News Updates', 'Messages', and 'Remittances'. The main content area features a greeting 'Hello Zebra Tech', a message 'You have no unread messages', and a table header 'Invoice/Paid Amount | # of Invoices' with a dropdown menu set to 'last 30 days'. The table has five columns: 'Accepted', 'Exception', 'Rejected', 'Approved', and 'Paid'. A large blue graphic with the PaymentWorks logo is on the right side of the page.

Company Profile

Under **Business Details**, you may edit or update general company information.

The screenshot displays the PaymentWorks interface for a user named Zebra Tech. The top navigation bar includes links for Home, Connect, Invoices, News Updates, Messages, and Remittances. The user's profile information is visible in the top right, including the name 'Zebra Tech, ZebraTech' and links for Company Profile, Help, Account, and Logout. A red arrow points to the 'Company Profile' link. The left sidebar contains a menu with options: Marketing Information, Business Details (selected), Tax Forms, Remittance Addresses, and Bank Accounts. Another red arrow points to the 'Business Details' menu item. The main content area shows a form for updating company information. A notice at the top states: 'The following private information is only shared with clients you have connected with on PaymentWorks'. The form fields are as follows:

Legal Name:	ZebraTech
Tax Country:	United States of America
Business EIN (TIN):	*****6789 [show]
Business EIN (TIN) / Legal Name Validation:	VALID ✓
Tax Classification:	C Corporation
D&B D-U-N-S Number:	
Unique Entity Identifier:	

An 'Edit' button is located at the bottom right of the form.

Company Profile

Under **Remittance Addresses**, you may update remittance addresses by clicking the **Create New Address** to create a new address, using the **pencil** icon to edit an existing address, or by clicking on the **x** to remove an old address.

The screenshot displays the PaymentWorks interface for a user named Zebra Tech, ZebraTech. The top navigation bar includes links for Home, Connect, Invoices, News Updates, Messages, and Remittances. The left sidebar contains a menu with options: Marketing Information, Business Details, Tax Forms, Remittance Addresses (highlighted with a red arrow), and Bank Accounts. The main content area shows a notification about private information sharing. Below this, the 'Remittance Addresses' section is visible, featuring a 'Create New Address' button (highlighted with a red arrow) and a table of existing addresses. The table has columns for 'Remittance Address' and 'Associated Bank Account'. One address is listed: 'Pay to ZebraTech, 1112 Dallas Dr, Denton, TX USA 76205-5124' with the bank account 'Me Myself and I'. The status 'Address Validated' is shown in green. A red circle highlights the pencil and 'x' icons for editing and deleting the address.

Remittance Address	Associated Bank Account
Pay to ZebraTech, 1112 Dallas Dr, Denton, TX USA 76205-5124 Address Validated	Me Myself and I

Company Profile

Under **Bank Accounts**, you may update banking information by clicking **Add Account** to add an additional bank account, using the **pencil** icon to edit an existing bank account, or by clicking on the **x** to remove an old bank account.



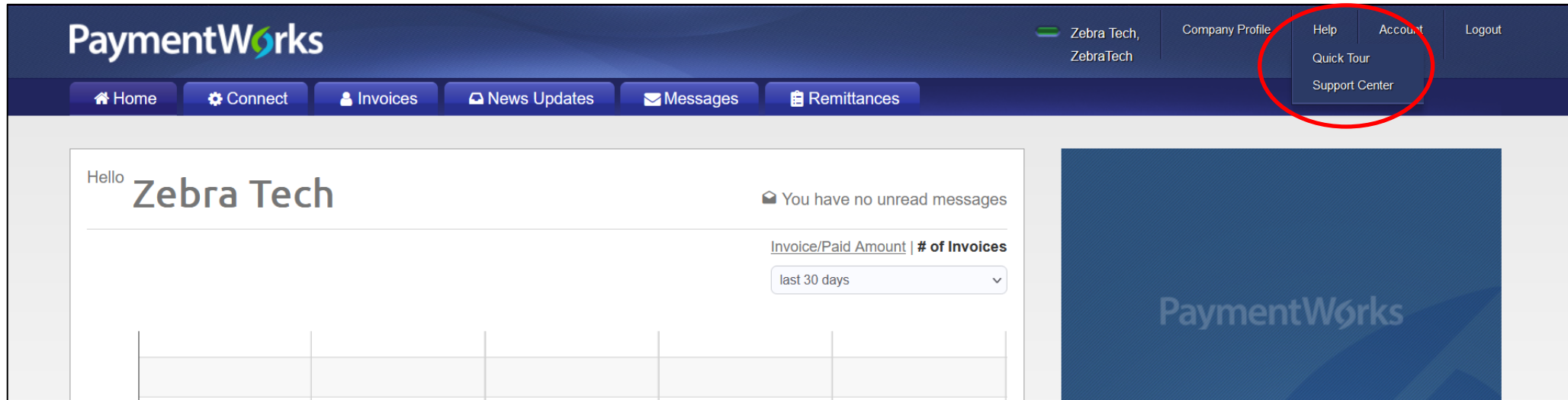
The screenshot displays the PaymentWorks interface. The top navigation bar includes the PaymentWorks logo, user information (Zebra Tech, ZebraTech), and links for Company Profile, Help, Account, and Logout. Below this is a secondary navigation bar with Home, Connect, Invoices, News Updates, Messages, and Remittances. The main content area is divided into a left sidebar and a main panel. The sidebar contains links for Marketing Information, Business Details, Tax Forms, Remittance Addresses, and Bank Accounts (highlighted with a red arrow). The main panel shows a table of bank accounts with columns for Name on Account, Account Number, Edit, and Delete. A red circle highlights the Edit (pencil icon) and Delete (x icon) buttons for the account 'Me Myself and I' with account number *****4890. Below the table is an 'Add Account' button, also highlighted with a red circle and a red arrow from the text above.

NAME ON ACCOUNT	ACCOUNT NUMBER	EDIT	DELETE
Me Myself and I	*****4890	[show]	

[Add Account](#)

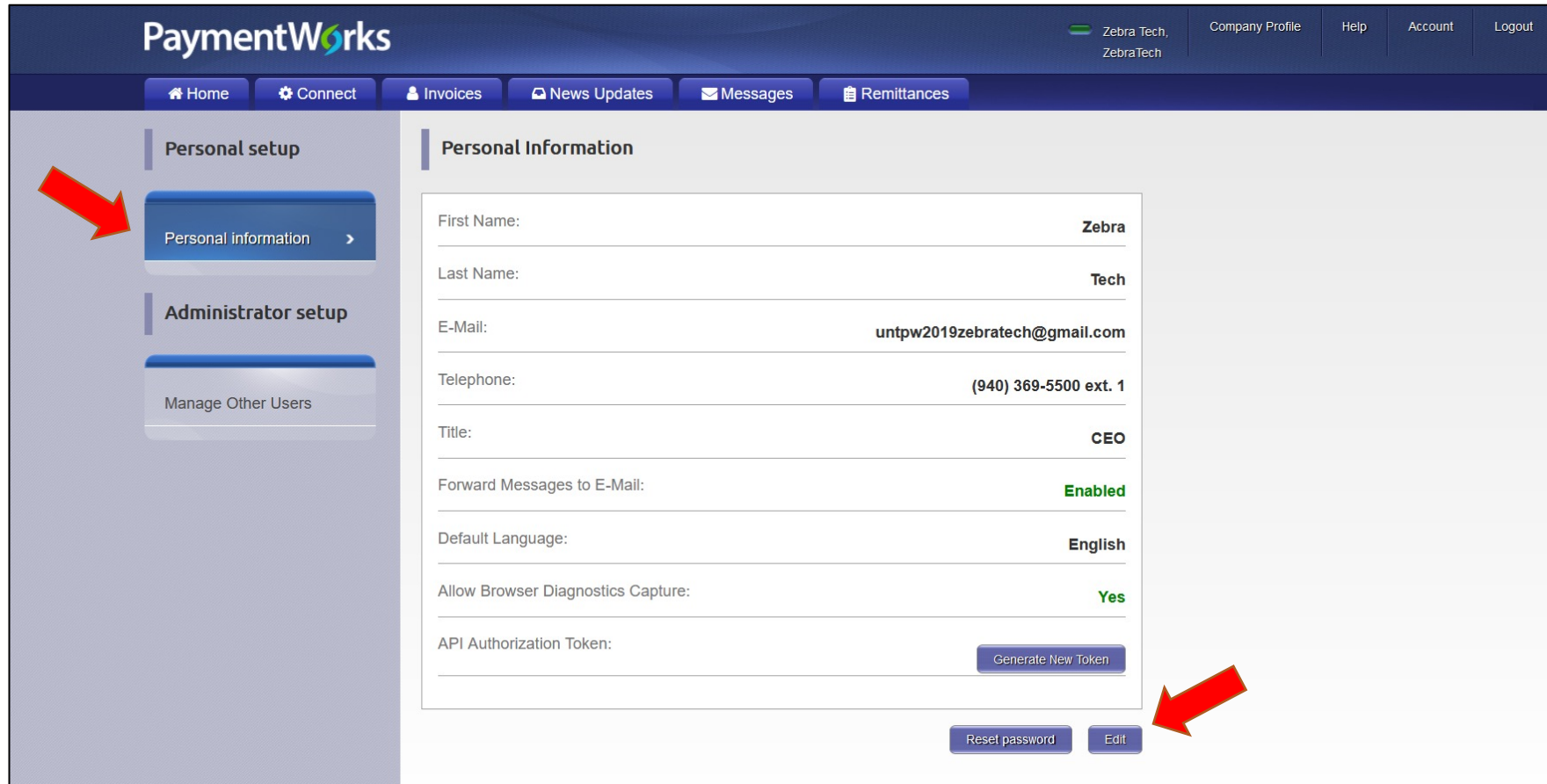
Quick Tour Help Link

To learn more about PaymentWorks, access the **Quick Tour** option under the **Help** link located next to Company Profile.



Account

Use the **Account** link to update personal setup information or reset your password.



The screenshot displays the PaymentWorks user interface. At the top, the 'Account' link is highlighted with a red arrow. The main content area is titled 'Personal Information' and contains a form with the following fields:

- First Name: Zebra
- Last Name: Tech
- E-Mail: untpw2019zebratech@gmail.com
- Telephone: (940) 369-5500 ext. 1
- Title: CEO
- Forward Messages to E-Mail: Enabled
- Default Language: English
- Allow Browser Diagnostics Capture: Yes
- API Authorization Token: (with a 'Generate New Token' button)

At the bottom of the form, there are two buttons: 'Reset password' and 'Edit', with a red arrow pointing to the 'Edit' button. On the left sidebar, under 'Personal setup', the 'Personal information' link is also highlighted with a red arrow.

Account

Use the **Account** link to access the **Manage Other Users** section to add company users (if applicable).

The screenshot displays the PaymentWorks user interface. At the top, the logo 'PaymentWorks' is on the left, and the user profile 'Zebra Tech, ZebraTech' is on the right. Navigation links include 'Company Profile', 'Help', 'Account', and 'Logout'. A secondary navigation bar contains 'Home', 'Connect', 'Invoices', 'News Updates', 'Messages', and 'Remittances'. The left sidebar has 'Personal setup' and 'Administrator setup' sections. The 'Manage Other Users' link in the sidebar is highlighted with a red arrow. The main content area is titled 'Manage Other Users' and features a table with columns for 'LAST, FIRST NAME', 'EMAIL', 'TITLE', 'FORWARD MESSAGES', 'LAST LOGIN', 'EDIT', and 'DELETE'. The table is currently empty, with the message 'There are currently no additional users'. Below the table, there is a note: 'When a new user is added, they will receive an email with a one-time password they can use to login to PaymentWorks.' An 'Add user' button is located at the bottom right of the main content area, also highlighted with a red arrow. A 'Need help' link is visible in the top right of the main content area.

Checking the Status of your Registration

Click on the **Connect** tab to view status.

If the online registration is successfully completed, a **Complete** status under Customer Registrations section is noted. In the example below, the registration has been submitted by Zebra Tech, and is pending review and approval before a connection to UNTS is established.

The screenshot displays the PaymentWorks user interface. At the top, the logo 'PaymentWorks' is on the left, and user information 'Zebra Tech, ZebraTech' with links for 'Company Profile', 'Help', 'Account', and 'Logout' is on the right. A navigation bar contains 'Home', 'Connect' (highlighted with a red box), 'Invoices', 'News Updates', 'Messages', and 'Remittances'. Below this, the 'Manage Your connections' section features three panels: 'Active Connections' (No Active Connections), 'Customer Registrations' (The University of North Texas System (Test) Submitted), and 'Companies You May Want To Connect With' (No Current Suggestions). A red arrow points from the 'Connect' tab to the 'Customer Registrations' panel. The bottom section, 'Connect with your customers', includes a search box with the text 'Search for your customer:', a search input field with the placeholder 'Enter at least 3 characters', and a 'Search' button. To the right of the search box is a link 'How to Connect with your Customer'.

Invoice Tab

Vendors can view invoice payment information using the **Invoice** tab. Information such as:

- Customer name
- Invoice number
- Invoice date
- Invoice amount
- Invoice paid amount
- Purchase order number
- Invoice status
- Scheduled payment date

PaymentWorks

Home Connect **Invoices** News Updates Messages Remittances

Need help ?

CUSTOMER INVOICE NUMBER INVOICE DATE INVOICE AMOUNT PAID AMOUNT

Date Type: Invoice Date

Date Range: All

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy

Show Only Pay Early Offers:

Customer:

Vendor Number:

Invoice Number:

Purchase Order:

Status: All

Amount Type: Invoice Amount

Min Amount Max Amount

Clear Filters Can't find an invoice?

You currently have no invoices to view. Perhaps you need to make some

Rimittance Tab

View remittance address information by selecting the **Remittance** tab.

The screenshot shows the PaymentWorks web application interface. At the top, the logo "PaymentWorks" is on the left, and user information "Zebra Tech, ZebraTech" along with links for "Company Profile", "Help", "Account", and "Logout" are on the right. A navigation bar below the header contains buttons for "Home", "Connect", "Invoices", "News Updates", "Messages", and "Remittances". The "Remittances" button is circled in red. Below the navigation bar is a filter sidebar on the left with fields for "Date Range" (set to "All"), "Start Pay Date", "End Pay Date", "Customer Name", "Pay Document #", "Min Total Amt", and "Max Total Amt". A "Clear" button and a "csv" download icon are at the bottom of the sidebar. The main content area features a table with columns: "CUSTOMER NAME", "PAY DOCUMENT #", "PAY DATE", and "TOTAL AMOUNT". The table is currently empty, displaying a message: "You have no remittances to view. Perhaps you haven't made any connections or none of the invoices which appear under the Invoice tab have been paid and have an associated payment document number. Click [Connect](#) to proceed."



Tips & Tricks

- A PaymentWorks representative may contact you directly to verify banking information.
- The **ACH** (Direct Deposit) option is only for banks that are based in the United States.
- The **Wire Transfer** payment option is reserved to pay **foreign vendors** that do not bank in the United States.



Tips & Tricks cont.

- If you update your information, the system may require you to attach a new copy of your tax and banking documents, along with any certificates you may have (applies to Sole Proprietorships and Single-member LLCs).
- You may experience further delays or require additional clearances, if your Social Security number is flagged with a domestic or foreign **Financial Sanction** or **State vendor hold**.
- You must complete the online registration process with UNTS, even if you participate in a similar platform with another University, State agency, or organization.



Tips & Tricks cont.

- If you already have a PaymentWorks account, you must still complete the UNTS vendor registration that is emailed to you by a UNT representative. For more information on how to connect an existing account, please visit the PaymentWorks support article here: [Connecting an Existing PaymentWorks Account](#)

Contact Information

Contact PaymentWorks when you:

- Experience issues navigating the platform
- Forget your user name
- Need to reset your password

PaymentWorks:

Email: support@paymentworks.com