

Home Page

Access the PaymentWorks site at <https://www.paymentworks.com/accounts/login/> and login using your credentials. On the **Home Page**, you are able to view your Customers and Invoice information.

PaymentWorks

 Home

 My Payee Profile

 Customers

 Invoices

 Remittances

 News

 Messages

 Account

Home

Customers

View your customers and pending registrations

Customer	Registration Submission Date ↓	Status
Second Demo Payer	01/23/2024	 Registration In Review
Winnetka College	01/22/2024	 Connected View/Edit Form
Duke University (Test)	01/21/2024	 Registration In Review
Taylor & Blatt Corp	01/17/2024	 Connected View/Edit Form

Rows per page: 5 Total Rows: 4

[Go to Customers](#)

Invoices

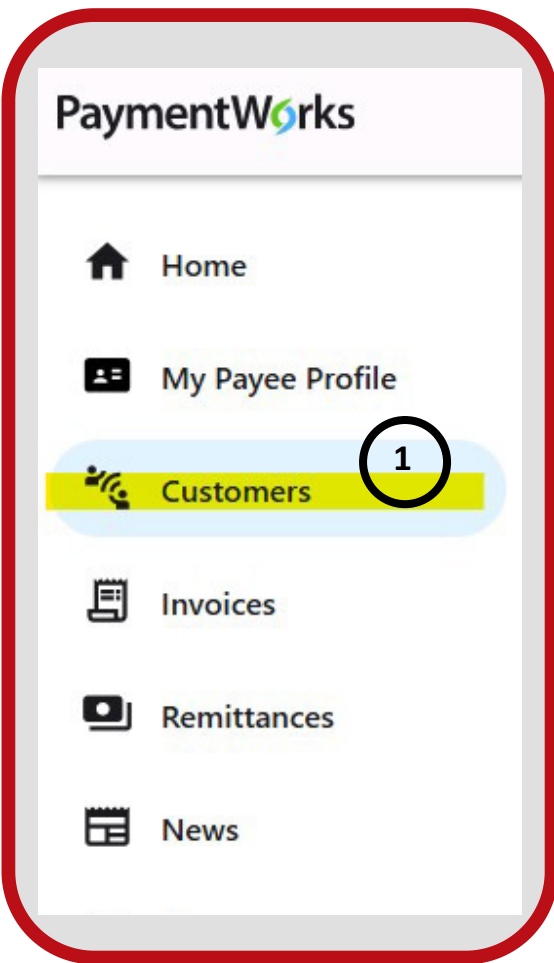
View your connected customer-uploaded invoices

Customer	Invoice Number	Invoice Date ↓	Paid Amount	Purchase Order	Invoice Status	Scheduled Pay Date
Taylor & Blatt Corp	88298	01/19/2024		234-2000	Approved	03/04/2024
Taylor & Blatt Corp	88299	01/15/2024		234-2001	Approved	02/29/2024
Winnetka College	c2345	01/01/2024			Approved	01/31/2024
Winnetka College	s136	01/01/2024			Approved	02/01/2024

Customers Tab

Here, you are able to view your customers and their registration status.

1. Select **"Customers"** from the left side menu.
2. All your current and pending customers will be listed under **"Customer"**.
3. Their registration status will be listed under **"Status"**.
4. After the registration for our university is connected, you will click on **"View/Edit Form"** to modify certain information.



Customers			
View your customers and pending registrations			
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Duke University (Test)	01/21/2024	Registration In Review	
Taylor & Blatt Corp	01/17/2024	Connected	View/Edit Form
Rows per page: 10 ▾ Total			

Customer	Registration Submission Date ↓	Status	
The University of Texas at El Paso	10/27/2023	Connected	View/Edit Form (4)