

PaymentWorks – Vendor Registration

This vendor management system is to ensure our university has the most up to date information on record. After the registration is approved, you will be able to edit and update your information as needed.



PaymentWorks

Dear ABC Corp:

Diana Espino has invited you to register as a new vendor to UTEP.

During our virtual meeting on Friday we spoke about our interest in moving forward with the quote provided. In order to get your company onboard, review the details on this notification, create a PaymentWorks account/profile and complete the registration as soon as possible.

In order for UTEP to establish you or your company as a payee or vendor, please [click here](#) to register on PaymentWorks, UTEP's vendor portal.

The following information is required for the registration process:

1. After the invitation is issued, you will receive an email from PaymentWorks that you've been invited to register. Please review then select "**click here**" to continue.

1



The University of Texas at El Paso

Before registering as a new The University of Texas at El Paso supplier, you first need to create a free PaymentWorks account.

Join Now

2

Already registered on PaymentWorks? [Click here to login](#)

2. Select the "**Join Now**" link to create an account.
3. Enter your information. *****The e-mail you enter and password you create will be used for future login.**
4. Review and checkmark you agree to the "**Terms of Service**" then select "**Join Now**".
5. You will receive an e-mail notification to verify and continue with the registration process.

Payees (Suppliers)

Join PaymentWorks for Free

3

Your Information

First Name

Last Name

Company Name / Doing Business As (optional)

Title

Telephone

4

☒ I agree to the Terms of Service

Join Now

1 2 3 4

Vendor Registration Step 1 of 4

5



An activation email has been sent to you. Please use the link in this email to activate your account.

Please note that there may be a delay of up to 24 hours before this message is delivered. Please check all of your filtered folders.

1 2 3 4

Vendor Registration Step 2 of 4

Continued -

PaymentWorks Support <support@paymentworks.com>
to uteppaymentworks+abccorp ▾

Thanks for registering!

Verify your email within the next 72 hours to activate your account, and then s

[Verify Your Email and Complete Your Registration](#)

Thank you,
PaymentWorks

PaymentWorks

6. Click on the “**Verify Your Email and Complete Your Registration**” link to continue.

7. Select the “**Sign In**” button.

8. Sign in using the credentials you created earlier.



Registration Almost Complete!

Click the Sign In button below to access and complete your New Vendor Registration Form.

Sign In

1 2 3 4

Vendor Registration Step 3 of 4

Sign In

Email

Password

Sign In

[Forgot password?](#)

[Join PaymentWorks](#)

Multi-Factor Authentication

Multi-factor authentication is required to activate your account.

Please enter the number you would prefer to have associated with multi-factor authentication.

Telephone

Submit

9. The “**Multi-Factor Authentication**” is required and critical for secure set up and account access. Please enter the phone number you prefer to use and select “**Submit**”.

Continued -

10. Fill out the profile with your Individual (personal) or Business Entity information. Fields with asterisks* must be completed.

11. Resources are available on the right side of to help guide you with completing each section.

12. Review all information you entered to ensure accuracy. On the "Additional Fields" (additional information) tab, answer the last questions then scroll to the bottom and select **"Save and Continue"** to submit.

13. You will receive an alert the connection request was submitted successfully. It will be reviewed by the PaymentWorks system and UTEP for approval. *****If any corrections need to be addressed, the profile will be returned along with a message of what needs to be corrected.**