

PaymentWorks– Connect tab

The PaymentWorks Connect tab is available to suppliers in the event that they have multiple customers using the PaymentWorks platform. If they are connected with multiple entities, the information will be displayed.

The screenshot shows the PaymentWorks Connect tab interface. At the top, the PaymentWorks logo is on the left, and user information (Samantha Jones, Rising Star) and navigation links (Company Profile, Help, Account, Logout) are on the right. Below this is a dark blue navigation bar with buttons for Home, Connect (highlighted with a red box and circled '1'), Invoices, News Updates, Messages, and Remittances. The main content area is titled 'Manage Your connection' and contains three sections: 'Active Connections' (highlighted with a red box and circled '2'), 'Customer Registrations' (highlighted with a red box and circled '3'), and 'Companies You May Want To Connect With'. The 'Active Connections' section shows 'The University of Texas at El Paso' with the UTEP logo. The 'Customer Registrations' section shows 'The University of Texas at El Paso' with a 'Complete' link. The 'Companies You May Want To Connect With' section shows 'No Current Suggestions.' Below this is a section titled 'Connect with your customers' which contains a search box labeled 'Search for your customer:' (circled '4') with a placeholder 'Enter at least 3 characters' and a 'Search' button.

1. Access the PaymentWorks site and login using your credentials. From the PaymentWorks home page, select the **Connect** tab.
2. The **Active Connections** section displays the entities you are currently registered with.
3. The **Customer Registrations** section shows completed registrations. If needed you can modify the registration you submitted for UTEP. Any changes made for the UTEP registration will be reviewed/approved by our campus.
4. The **Search for your customer** allows you to search for other entities currently using PaymentWorks.