

PaymentWorks- Supplier Registration

Registration invitation for new supplier can only be sent by UTEP employees. Suppliers must complete their registration in PaymentWorks, after the registration is approved you will also be able to make changes to your profile as needed.



1. Review the full registration invitation which contains important information to be considered before you begin, then use the **Click here** link.

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:



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](#)

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

2. Next, select the **Join Now** link to create a PaymentWorks account.
3. Enter your information (the e-mail and password you create will be used for future login).
4. Review the **Terms of Service**, select the checkbox, and select **Join Now**.
5. Next, you will receive an e-mail notification to verify your e-mail and to continue with the registration process.

Payees (Suppliers)

Join PaymentWorks for Free

Your Information

First Name

Last Name

Company Name / Doing Business As (optional)

Title

Telephone

agree to the Terms of Service

[Join Now](#)

1 2 3 4

Vendor Registration Step 1 of 4



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.

Vendor Registration Step 2 of 4

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PaymentWorks- Supplier Registration


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 sign in

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

Thank you,
PaymentWorks



- 6. Use the “Verify your email and complete your registration link” to continue.
- 7. Select the **Sign In** button to continue.
- 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. Multi-Factor Authentication required for account setup, insert your information to continue

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The University of Texas at El Paso

New Vendor Registration

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Welcome, Michael Rodriguez!

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

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

10. You will then be directed to a **Welcome** page where you can now begin the registration and submit your business information.

11. Complete the registration with your business information. Make sure to provide accurate details to avoid delays.

12. Once ready, do a final review and select the **Submit** button.

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

Primary Address

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

All other fields are optional.

Country*

United States

Street 1*

Street 2

11

Save And Exit

Submit

12

Submission Successful!

The University of Texas at El Paso

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

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13. After registration is submitted, it will be reviewed by PaymentWorks and UTEP. At this point you can continue to review the PaymentWorks site by selecting the **Go to your Dashboard**.

Please note:

It can take up to 72 hours for the registration to be fully approved. PaymentWorks may contact you