



# Individual Payee Registration Process

To begin the registration process, click on the link located in the email that was sent to you.



Dear Rana Sadoon:

Initiator has invited you to register as a new vendor to University of Virginia (Test).

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

Before you begin the registration process, be sure to have the following information available:

1. A valid tax ID (either an EIN or SSN)
2. If you wish to receive electronic (ACH) payments, you will need a copy of a voided check or bank statement.

If you have questions regarding billing, invoices, or payments, please contact University of Virginia (Test) directly.

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,

University of Virginia (Test)



You will then be taken to a page, where you will be asked to create an account with PaymentWorks. Click “Join Now”. If you already have a PaymentWorks account, click on the link to log into your current account and you will be taken directly to the University of Virginia registration. **Note: When creating an account, please use the email that was used to send the invite.**



### University of Virginia (Dev)

Before registering as a new University of Virginia (Dev) supplier, you first need to create a free PaymentWorks account.

[Join Now](#)

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

Payees (Suppliers)

## Join PaymentWorks for Free

Your Information

<input type="text" value="John Herschel"/>	<input type="text" value="Glenn Jr."/>
--	--

Create Password

I agree to the Terms of Service


[Join Now](#)



Once you create your account, you will receive an email asking you to verify your account and email and register within the University of Virginia network. Below is an example of the email you will receive.

PaymentWorks Support      PaymentWorks Account Registration - Thanks for registering! Verify your email within the next 72 hours

Click on the link to fill out your registration.

PaymentWorks Account Registration  Inbox x

**PaymentWorks** <do-not-reply@paymentworks.com>  
to uvapw2019+glenn ▾

Thanks for registering!

Verify your email within the next 72 hours to activate your account, and then sign in to complete your registration.

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

Thank you,  
PaymentWorks

**PaymentWorks**

If this was sent to you in error, please ignore this email and your address will be removed from our records.



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



Once you sign in you will be taken to the University of Virginia registration page. Items with a red star next to them are required fields to be filled out. Fill out the applicable information, starting with your Legal first, middle and last Name, and your tax payer number.



## University of Virginia (Dev)

### New Vendor Registration

Welcome, John Glenn!

In order to onboard as a new vendor, you will have to fill out and submit the following form to **University of Virginia (Dev)**.

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

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

United States

Are you using an SSN or EIN?\*

SSN

EIN

Legal First Name\*

John

Legal Last Name\*

Glenn

SSN\*

9 digits, no dashes or spaces

226987536



The following screens are information regarding US W-9 tax documentation and backup withholding. Select yes and the W-9 can be generated electronically and signed automatically or select No and a signed W-9 can be uploaded if you have one.

**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.

**Citizenship**

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

### Certification Instructions

You must uncheck item 2 ("Backup Withholding") above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II on page 3 of the [IRS form W-9](#)

DUNS

if applicable

Enter a Primary Mailing Address.  
This will be your home address.

Enter a Remittance or Payment address. Either  
click the box next to Same as Primary Address or  
enter a different address.

UVA's registration requires a Primary Order  
Address. If you are an individual receiving an  
honorarium or getting paid for research, this will  
be the same as your home address, you can click  
the box next to Same as Remittance Address.

Country\*  
United States

Street 1\*  
987 FIFTH AVENUE

Street 2

City\*  
NEW YORK

State\*  
New York

Zip / Postal Code\*  
10075

Same as Primary Address

Country\*  
United States

Street 1\*

Street 2

City\*

State\*  
Select a State

Zip / Postal Code\*

Same as Remittance Address

Country\*  
United States

Street 1\*

Street 2

City\*

State\*  
Select a State

Zip / Postal Code\*



Please select if you are a US citizen or Foreign Individual.  
Note: If you are a foreign individual with a US tax number,  
please select US Individual.

Payee Category\*

Choose One

Choose One

US Individual

Foreign Individual

If you select Foreign Individual, you will be asked if you Will be performing services in the US? If you are in or will be in the US while performing services, please select Yes. You will then be asked additional questions.

Will you be performing services in the US?\*

Yes

Visa Type\*

Purpose of visit\*

Arrival date in the US\*

MM/DD/YYYY

Planned departure date\*

MM/DD/YYYY

Start date of Visa status\*

MM/DD/YYYY

Visa Document\*

Choose File No file chosen



You will be asked if you are a fellow at UVA. Select yes or no.

Are you a UVA Fellow\*

You will then be asked if you are a student enrolled in UVA. Select yes or no. If you select yes, you will be asked to enter your student ID number.

Are you currently enrolled at UVA as a student?\*

Student ID number\*





Please select how you would like to be paid. You can be paid either check or direct deposit.

If you select ACH, you will be prompted to enter banking account details, and to upload bank documentation.

**Payee Bank Location\***

Please indicate whether you will be using a US bank account or a foreign bank account to deposit your payment.

US Bank ▼

**Payment Method for Payees with a US Bank\***

ACH payments are made immediately, while Checks take longer to process and mail.

ACH ▼

- Choose One
- ACH
- Check

**Bank Name\***

**Name on Account\***

**Account Number\***

**Confirm Account Number\***

**Account Type\***

Select Account Type ▼

**Routing Number\***

**SWIFT Code**

**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



You will also be asked to enter the street address of the bank you do business with.

Country\*  
United States ▼

Street 1\*

Street 2

City\*

State\*  
Select a State ▼

Zip / Postal Code\*



Click on the Submit button. If you receive an error of missing information, scroll up the registration and find the error in red to correct. Once you submit your registration, you will be taken to your PaymentWorks Dashboard where you will be able to take a tour of the functionality of PaymentWorks.

Save And Exit

Submit

### Submission Successful!

Your new vendor registration has been submitted successfully to University of Virginia (Dev).

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

Exit Tour

## PaymentWorks Quick Tour

Start the full tour or use the links to navigate to a specific topic.

Start the Tour >

### Or Choose a Topic

Update Company Profile

Invoice Status/send Inquiry

Messaging

Remittance

Account Management

Connecting to Customers