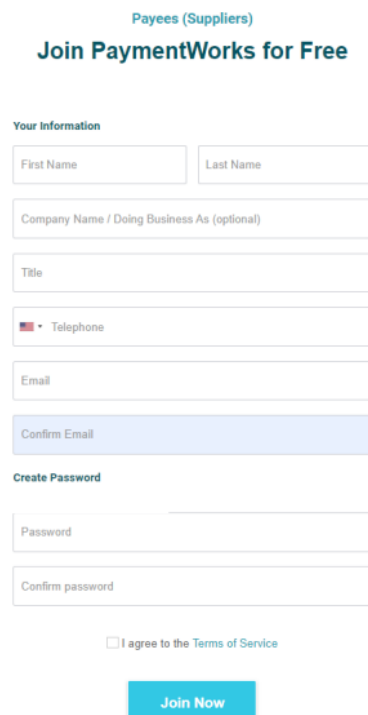


Payee Registration Steps Overview

This Quick Reference Guide (QRG) is designed to walk a **user** through the **Payee Registration Steps** to provide a basic knowledge to be able to help the invited payee should they have questions on how to complete their registration.

Procedure

1. The payee will need to click on the link provided in the initiator's invitation. They will be prompted to register with PaymentWorks.
2. The payee will be asked to create an account by entering basic information.



Payees (Suppliers)

Join PaymentWorks for Free

Your Information

First Name Last Name

Company Name / Doing Business As (optional)

Title

Telephone

Email

Confirm Email

Create Password

Password

Confirm password

☐ I agree to the Terms of Service

[Join Now](#)

3. Once the account has been created, the payee will receive a second email in which they will need to click on a link to verify their PaymentWorks account within 72 hours before moving onto the next step in the registration process.
4. Once the PaymentWorks account has been confirmed, the payee will be able to fill out the UVA's registration form.

PaymentWorks: Payee Registration Steps – Quick Reference Guide

Your Full Name or DBA (doing business as) Business Name *

Enter your full name, or your business name as you would like it to appear on a check or other form of payment made out to you.

Telephone Number *

Preferred Email *

Website

Description of Goods or Services

4. After completion, the payee will receive confirmation that the registration form has been submitted. The registration will then be sent to the UVA Supplier Managers for review.

You have successfully completed this task.