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.

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.
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.