

# How to Enroll in Paymode for Secure Electronic Payments

The University of Virginia partners with Bank of America & Bottomline Technologies to offer Paymode-X to deliver secure, electronic payments to our suppliers.

## Step 1: Complete UVA Supplier Registration

Before you can enroll in Paymode, you must first register as a supplier with UVA. We are unable to begin the Paymode setup process until your registration is approved.

To register with UVA, you must be invited by a UVA Employee. Once you receive your invitation email, you can follow *these instructions* to complete your registration. [[link to registration instructions](#)]

## Step 2: Allow 5 Business Days for Setup

Once your UVA registration is approved, we will securely transmit your information to Paymode. Paymode will then create a **unique enrollment code** for your business. This code is required to activate your Paymode account.

**Please allow up to 5 business days for this process.**

## Step 3: Enroll in Paymode

Once your code is generated, you have two options:

### **Option A: Wait to be contacted by Paymode**

Paymode will send a letter or email containing your unique enrollment code. Once received, visit the webpage below and follow the instructions provided

[The University of Virginia Chooses Paymode](#)

Instructions [see other attachment]

### **Option B: Contact Paymode Support Directly to start Enrollment**

If you'd prefer to begin the process yourself before receiving your enrollment code, reach out to Paymode:

- Phone: 800-331-0974
- Email: [enrollment@paymode-x.com](mailto:enrollment@paymode-x.com)

Please note, if you reach out to Paymode before the 5 business day period has elapsed, Paymode may not have an enrollment code for you and will not be able to complete the Paymode onboarding process.

When enrolling in Paymode, please be prepared to provide

- Your company name
- A valid email address
- Tax ID (TIN/EIN)
- Your banking account and routing number

## Need Help?

If you have questions or haven't received your enrollment code after 5 business days, please contact Paymode Support at [enrollment@paymode-x.com](mailto:enrollment@paymode-x.com) or reach out to UVA Finance at

[AskFinance@virginia.edu](mailto:AskFinance@virginia.edu)