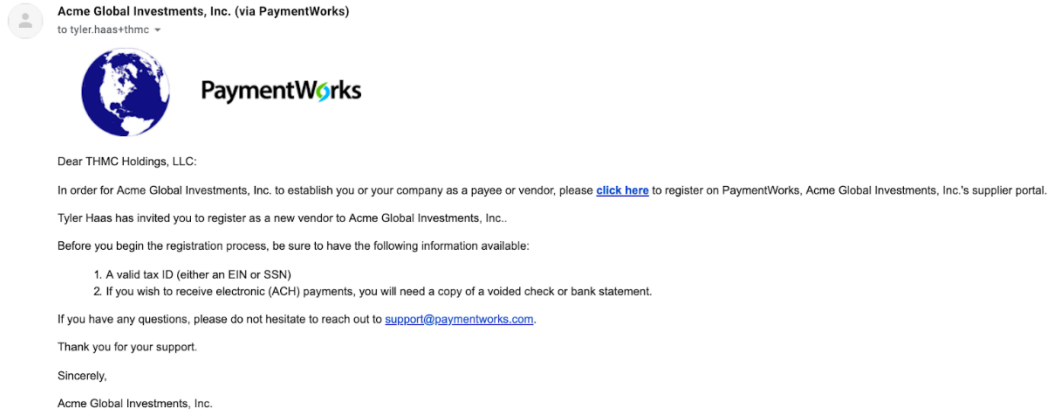


New Vendor Registration through PaymentWorks

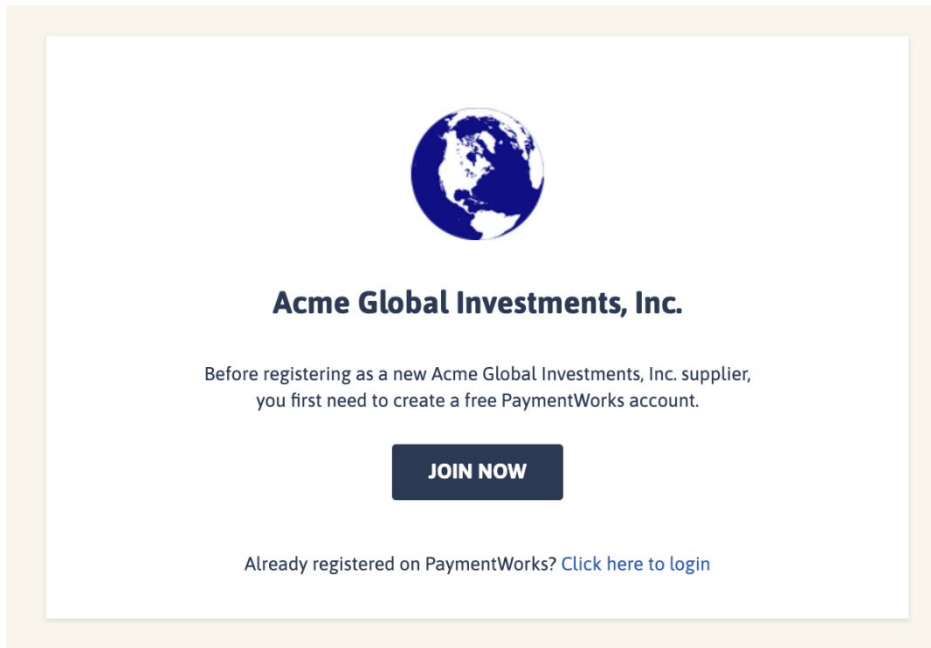
Step 1: The Payee Receives the Invitation

First, your payee will receive a PaymentWorks invitation, similar to the screenshot below. This message contains a special link for your payee to click to begin the process.



Step 2: Joining PaymentWorks

When the payee clicks the link, they will be directed to a screen that invites them to join PaymentWorks (screenshot below). If they are new to PaymentWorks, they will click the **Join Now** button to create their PaymentWorks account. If they have an existing account on PaymentWorks, they will click the **Click here to login** link and enter their login information for their existing account.



New Vendor Registration through PaymentWorks

Account creation page:

Payees (Suppliers)

Join PaymentWorks for Free

Personal Information

First Name	Last Name
Company Name / Doing Business As (optional)	
Title	
Email	
Confirm Email	
🇺🇸 Telephone	

Create Password

Password
Confirm Password

I agree to the terms of service

JOIN NOW

New Vendor Registration through PaymentWorks

After creating a PaymentWorks account, the invited payee will receive an email asking them to confirm the validity of the email they provided. Once they click the **Verify Your Email** link, as shown in the screenshot below, they will be able to log into their PaymentWorks account. An account is not activated until the email is verified. In addition, once the email and account are verified, no one else will be able to respond to that invitation.



PaymentWorks Support

to tyler.haas+thmc ▾

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.

Step 3: The New Vendor Registration Form

After your payee has joined PaymentWorks and verified their email address, they will be brought to your organization's **New Vendor Registration form**.

Your payee will provide their address, their tax information such as EIN (for businesses), SSN (for individuals), Foreign Tax ID (for foreign businesses or foreign individuals), as well as a W-9 form (or W-8 for foreign payees). If the payee has already submitted a New Vendor Registration form for another customer of theirs, the form will be pre-populated with their existing information.

Your organization may also require the prospective payee to submit bank account information to enable electronic payments.

New Vendor Registration through PaymentWorks



Acme Global Investments, Inc.

New Vendor Registration

Welcome, Brittany Jones!

In order to onboard as a new vendor, you will have to fill out and submit the following form to **Acme Global Investments, Inc.**

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

Primary Address

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

All other fields are optional.

Country*

United States 

Street 1*

Street 2