

PaymentWorks Vendor/Supplier Role Job Aid

Disbursement Services
August 2025

UT Health San Antonio Partners with PaymentWorks

In order to establish you or your company as a **payee** or **vendor** with UT Health San Antonio, you must **first** register in PaymentWorks.

Vendors must use the hyperlink provided in the email sent by only UT Health San Antonio.

A person who is knowledgeable about the company should be the one to complete the registration form.

Note: PaymentWorks replaces manual forms W9 and direct deposit form

UT Health San Antonio Partners with PaymentWorks

As a state agency, UT Health San Antonio is required to collect information from domestic and foreign vendors to procure or pay for goods and services through completion of one of two IRS forms (W-9 or W-8BEN).

Paymentworks mirrors these forms when the online registration process is complete.

For further clarification about your vendor status with the IRS, please visit the following website for instructions.

[IRS W-9 Instructions](#)

[IRS W-8BEN Instructions](#)

Vendor Registration in PaymentWorks

As a vendor conducting business with UT Health San Antonio, you will receive an invitation requesting you or your company to participate in the PaymentWorks platform.

Click the **Join Now** to begin the Vendor onboarding registration process.



UT Health San Antonio

Before registering as a new UT Health San Antonio (Test) supplier, you first need to create a free PaymentWorks account.

Join Now

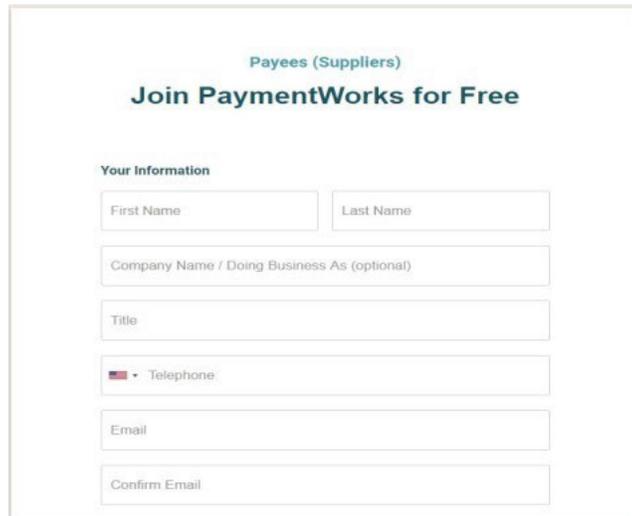
Already registered on PaymentWorks? [Click here to login](#)

Vendor Registration in PaymentWorks cont.

1. Complete your information:

- Contact name and title
- Company name
- Telephone #
- Email address
- Agree to terms

2. Create a Password



Payees (Suppliers)
Join PaymentWorks for Free

Your Information

First Name Last Name

Company Name / Doing Business As (optional)

Title

Telephone

Email

Confirm Email

- ## 3. After submitting your information, **PaymentWorks Support** sends a confirmation email
- Verify your email address within 72 hours to activate your account



Vendor Registration in PaymentWorks cont.

4. Sign in and complete the remaining registration information

PaymentWorks Account Registration Inbox x

PaymentWorks

to uthsapw2019+SSUMMERS ▾

Thanks for registering!

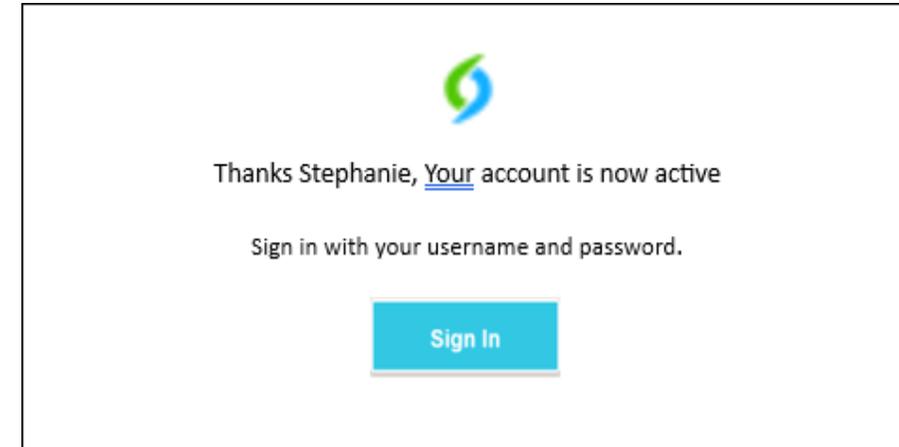
Verify your email within the next 72 hours to activate your account, and then sign in to complete your registration.

[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.



Sign In



Sign In

[Forgot password?](#)
[Join PaymentWorks](#)

Vendor Registration in PaymentWorks cont.

5. The process will prompt a multi-factor authentication step (phone call or text)

Multi-Factor Authentication

Please select the method to verify your multi-factor authentication enabled device: XXX-XXX-4213



SMS Text Message



Voice Call

Send Code

6. Confirm code

Multi-Factor Authentication

A phone call containing your authentication code has been placed to XXX-XXX-4213

Authentication Code

Confirm Code

[Resend code](#)

Complete New Vendor Registration

- Complete tabs: Tax Information, Addresses and Additional Information
- Complete all required* fields from the registration form
- Include company information, such as:
 - Company type and ownership type
 - TIN number or social security number
 - Tax classification
 - Accounts receivable contact

The next slides include screenshots of the information required to complete the form.

PaymentWorks Logout

Welcome Tax Information Addresses Additional Information

 **UT Health San Antonio (Test)**
New Vendor Registration

Welcome, SSS SSS!

In order to onboard as a new vendor, you will have to fill out and submit the following form to **UT Health San Antonio (Test)**.

You will be notified by email when your application is processed.

Save and Exit Next

Note: Effective 01/01/2025, foreign vendors without a TIN number must contact Disbursements@uthscsa.edu to request a temporary TIN

Complete New Vendor Registration

- For tax purposes select one of the two:
 1. Individual or Sole Proprietor
 2. Corporation or other complex business entity
- Click **Next** to continue

The screenshot shows the 'PaymentWorks' web interface. At the top left is the logo 'PaymentWorks'. To its right is a 'Logout' link. Below the logo is a navigation bar with four items: 'Welcome' (with a star icon), 'Tax Information' (with a document icon and highlighted in blue), 'Addresses' (with a house icon), and 'Additional Information' (with a list icon). The main content area is titled 'Tax Information' and includes a note: 'All fields marked with a red asterisk (*) are required fields. All other fields are optional.' The primary question is 'For tax purposes, which best describes you?*' with two radio button options: 'Individual or Sole Proprietorship' and 'Corporation or other complex business entity'. At the bottom right, there are two buttons: 'Save and Exit' and a blue 'Next' button.

Complete New Vendor Registration cont.

If you select **Individual or Sole Proprietor** include your

1. Citizenship
2. SSN or EIN

- Select **Yes** or **No** to generate an electronic W-9

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 or Sole Proprietorship
- Corporation or other complex business entity

Country of Citizenship*

(Country of Incorporation if using EIN)

Select an Option

United States

Are you using an SSN or EIN?*

- SSN
- EIN

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).

Complete New Vendor Registration cont.

Individual or Sole Proprietor

- Selected **Yes** to generate W-9
 - Certify
 - Tax ID Type
 - Back up withholding
 - Citizenship

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](#)

Complete New Vendor Registration cont.

Individual or Sole Proprietor

- Complete **Personal Information**
 - Full name or DBA
 - Telephone number
 - Preferred email
 - Website
 - Description of goods and services
- Click **Next** to continue

Personal Information

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

All other fields are optional.

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*

Enter Telephone Here

 (210) 562-6271

ext.

Preferred Email*

Website

Description of Goods or Services

Save and Exit

Next

Complete New Vendor Registration cont.

Selected **Corporation or other complex business entity**

- Provide company information:
 - Country of incorporation
 - Business Legal Name
 - EIN

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 or Sole Proprietorship
- Corporation or other complex business entity

Country of Incorporation or Organization *

Select an Option

United States

Business Legal Name *

Business legal name is your company's official name as it appears on government and legal forms, such as line one of your W9 or W-8BEN. This name is linked to your company's Tax Identification Number (TIN) and is not your DBA (doing business as) name.

Enter Text Here

EIN *

9 digits, no dashes or spaces

Enter Value Here

Complete New Vendor Registration cont.

Corporation or other complex business entity

- Confirm EIN*
- Provide tax classification*:
 - C Corporation
 - S Corporation
 - Partnership
 - Trust/Estate
 - LLC taxed as C Corporation
 - LLC taxed as S Corporation
 - LLC taxed as Partnership
 - Other

Confirm EIN*

Enter Value Here

Tax Classification*

This can be found on section 3 of your W-9.

Select an Option

Choose One

C Corporation

S Corporation

Partnership

Trust/Estate

LLC taxed as C Corporation

LLC taxed as S Corporation

LLC taxed as Partnership

Other

Complete New Vendor Registration cont.

Corporation or other complex business entity

- Following tax classification entities answer question on foreign partners:
 - Partnership
 - Trust/Estate
 - LLC taxed as C Corporation
- If applicable provide DUNS / UEI

Tax Classification *

This can be found on section 3 of your W-9.

Select an Option

LLC taxed as Partnership

Foreign partners

- Check this box if you have any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest.

if applicable

- Data universal numbering system (DUNS)
- Unique Entity ID (UEI)

Complete New Vendor Registration cont.

Complete **Addresses** tab

Primary Address

- Country *
- Street 1 *
- Street 2
- City *
- State *
- Zip Code *

The screenshot shows the 'PaymentWorks' interface for the 'Addresses' tab. The page title is 'Primary Address'. Below the title, there are two lines of instructions: 'All fields marked with a red asterisk (*) are required fields.' and 'All other fields are optional.' The form contains several input fields: 'Country*' is a dropdown menu with 'United States' selected; 'Street 1*' is a text input field with 'Enter Text Here' placeholder; 'Street 2' is a text input field with 'Enter Text Here' placeholder; 'City*' is a text input field with 'Enter Text Here' placeholder; 'State*' is a dropdown menu with 'Select an Option' selected; and 'Zip / Postal Code*' is a text input field with 'Enter Text Here' placeholder. The navigation bar at the top includes 'Welcome', 'Tax Information', 'Addresses' (active), and 'Additional Information'. A 'Logout' link is in the top right corner.

Complete New Vendor Registration cont.

Complete **Addresses** tab

Remittance Address

- Check box **Same as Primary Address** or
- Complete fields
 - Country
 - Street 1 *
 - Street 2 *
 - City *
 - State *
 - Zip Code

Remittance Address

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

All other fields are optional.

Same as Primary Address

Country *

Select an Option

United States

Street 1 *

Enter Text Here

Street 2

Enter Text Here

City *

Enter Text Here

State *

Select an Option

Zip / Postal Code *

Enter Text Here

10/29/2024, 9:20:11 AM

Save and Exit

Next

Complete New Vendor Registration cont.

Complete **Additional Information** tab

- Supplier Category
 - US Individual
 - Foreign individual
 - US Entity
 - Foreign entity
- Commodity Codes
- Purchase Order Information
 - Yes or No

Note: Contact purchadmin@uthscsa.edu if you have questions related to the **Additional Information** section.

The screenshot shows the 'Additional Information' tab in a vendor registration system. The navigation bar includes 'Welcome', 'Tax Information', 'Addresses', and 'Additional Information'. The main heading is 'Additional Information'. Below it, a note states: 'All fields marked with a red asterisk (*) are required fields. All other fields are optional.' The form contains three sections: 1. 'Supplier Category*' with a dropdown menu currently showing 'Select an Option' and a list of options: 'Choose One', 'US Individual', 'Foreign Individual', 'US Entity', and 'Foreign Entity'. 2. 'Commodity Codes' with a 'Link to Commodity Codes' and a text input field labeled 'Enter Text Here'. 3. 'Purchase Order Information' with a question 'UT Heath San Antonio's preferred order method is Purchase Order. Do you accept Purchase Orders?*' and a dropdown menu showing 'Select an Option'.

Complete New Vendor Registration cont.

Complete **Additional Information** tab

- 1099 Tax Information for US Entities and Individuals

Note: Contact your tax adviser for 1099 box selection and your status with the IRS. Only contact ap-1099@uthscsa.edu if you have questions associated with the issuance of university 1099s.

Additional Information

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

All other fields are optional.

Please contact purchadmin@uthscsa.edu if you have questions related to the Additional Information section of the registration.

Supplier Category*

Select an Option

US Entity

1099 Tax Information for Entities

Is your company being paid for any of the following?*

- Royalties or broker payments in lieu of dividends or tax-exempt interest
- Rents
- Services performed by someone who is not your employee
- Prizes and awards
- Other income payments
- Medical and healthcare payments
- Crop insurance proceeds
- Cash payments for fish (or other aquatic life) you purchase from anyone engaged in the trade or business of catching fish
- Cash paid from a notional principal contract to an individual or partnership or estate
- Payments to an attorney
- Any fishing boat proceeds
- Nonemployee compensation (self-employment income)
- None of these statements are true

Complete New Vendor Registration cont.

Complete **Additional Information** tab

- Diversity Information
- Conflict of Interest Information, if applicable

Note: Contact purchadmin@uthscsa.edu if you have questions related to the **Additional Information** section.

Additional Information

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

Diversity Information ←

Are you a Federally certified diverse business?*

No

Are you a State of Texas certified historically underutilized business?*

No

Invoice Address

Will the address on your invoice be different from the remittance address above?*

Choose One

Conflict of Interest

Are you or are you aware of anyone at your company who is a current University employee?*

Choose One

Are you or are you aware of anyone at your company who is a former University employee?*

Choose One

Are you or are you aware of anyone at your company who is related to a University employee?*

Choose One

Complete New Vendor Registration cont.

Complete **Additional Information** tab

- State of Texas certified disadvantaged business
- HUB

Additional Information

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

All other fields are optional.

Are you a State of Texas certified disadvantaged business? *

Select an Option

Yes

State of Texas Diversity Information

Select applicable State of Texas certifications *

HUB (Historically Underutilized Business)

Note: Contact purchadmin@uthscsa.edu if you have questions related to the **Additional Information** section.

Complete New Vendor Registration cont.

Complete **Additional Information** tab

- Answer questions about **Conflict of Interest**

Note: Contact purchadmin@uthscsa.edu if you have questions related to the **Additional Information** section.

Additional Information

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

All other fields are optional.

Conflict of Interest Information

Instructions for Conflict of Interest section

[Link to Conflict of Interest Information](#)

If you are registering as an individual, please answer the following section on behalf of yourself only.

If you are registering on behalf of your company, please answer the following section on behalf of yourself and any other employees of your company.

Are you or are you aware of anyone at your company who is a current University employee?*

Select an Option

Are you or are you aware of anyone at your company who is a former University employee?*

Select an Option

Are you or are you aware of anyone at your company who is related to a University employee?*

Select an Option

Complete New Vendor Registration cont.

Complete **Additional Information** tab

- Payment Information
 - USA Domestic Bank Account
 - Foreign Bank Account
- Payment Method for Payees with a USA Domestic Bank Account
 - SUA (Single User Account-JP Morgan)
 - SUA (Single User Account- CorPay)
 - ACH (direct deposit)
 - Check

Payment Information

Bank Location*

Please indicate whether you will be using a USA Domestic Bank Account or a Foreign Bank Account to deposit your payment.

Select an Option

USA Domestic Bank Account

Choose One

USA Domestic Bank Account

Foreign Bank Account

Payment Terms for each Payment Method are listed below:

SUA(Net 30 Days) - A SUA is a payment method that acts similar to a credit card, with associated merchant fees.

ACH(Net 30 Days) - An ACH payment is a type of electronic bank-to-bank payment, similar to direct deposit. It is only available for those with a USA Domestic Bank Account.

Check (Net 30 Days)

Payment Method for Payees with a USA Domestic Bank Account*

Select an Option

Choose One

SUA (Net 30 Days)

ACH (Net 30 Days)

Check (Net 30 Days)

Save and Exit

Submit

Complete New Vendor Registration cont.

Payment/Banking Information:

Payment Information

Payment Method for Domestic Vendors *

Please note, ACH is The University of Texas System's preferred payment method.

ACH/Direct Deposit (not available for non-US banks) ▼

Will payments be forwarded to a financial institution outside the United States? *

No ▼

Do you offer discounted payment terms?

No ▼

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

Email Address for Payment Notifications *

[Redacted] ✓

Bank Authorization *

Customers using PaymentWorks and the financial institution named herein are authorized to automatically deposit monies to my account

I Agree

Complete New Vendor Registration cont.

Banking Address:

Bank Address

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

Country*
United States

Street 1*
[REDACTED]

Street 2

City*
Houston

State*
Texas

Zip / Postal Code*
77002

Save And Exit Submit

Complete New Vendor Registration cont.

Registration successfully
submitted

Submission Successful!

Your new vendor registration has been submitted successfully to UT Health San Antonio.

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](#)

Complete New Vendor Registration cont.

You may access your dashboard or sign in later using the vendor portal

The screenshot displays the PaymentWorks dashboard interface. At the top left is the PaymentWorks logo. At the top right, the user's name 'Stephanie Torres' and affiliation 'UT Health San Antonio' are shown. Below the header is a navigation bar with buttons for Home, Connect, Invoices, News Updates, Messages, and Remittances. The main content area is divided into two sections: 'Personal setup' on the left and 'Manage Other Users' on the right. The 'Personal setup' section includes 'Personal information' and 'Administrator setup' with a 'Manage Other Users' button. The 'Manage Other Users' section features a table with columns for 'LAST, FIRST NAME', 'EMAIL', 'TITLE', and 'FORWARD MESSAGES'. The table is currently empty, displaying the message 'There are currently no additional users'. Below the table, a note states: 'When a new user is added, they will receive an email with a one-time password they can use to login to PaymentWorks.'

LAST, FIRST NAME	EMAIL	TITLE	FORWARD MESSAGES
There are currently no additional users			

When a new user is added, they will receive an email with a one-time password they can use to login to PaymentWorks.

Complete New Vendor Registration cont.

Once your online registration is approved by UT Health San Antonio, you will receive an email confirmation.

UT Health San Antonio (Test) New Vendor Registration

UT Health San Antonio

<no-reply@paymentworks.com>

to uthsapw2019+HZIMMER ▼

Your new vendor registration request has been approved by UT Health San Antonio

To view the status of submitted invoices, access remittance advices, and update your company information, navigate to the following link:

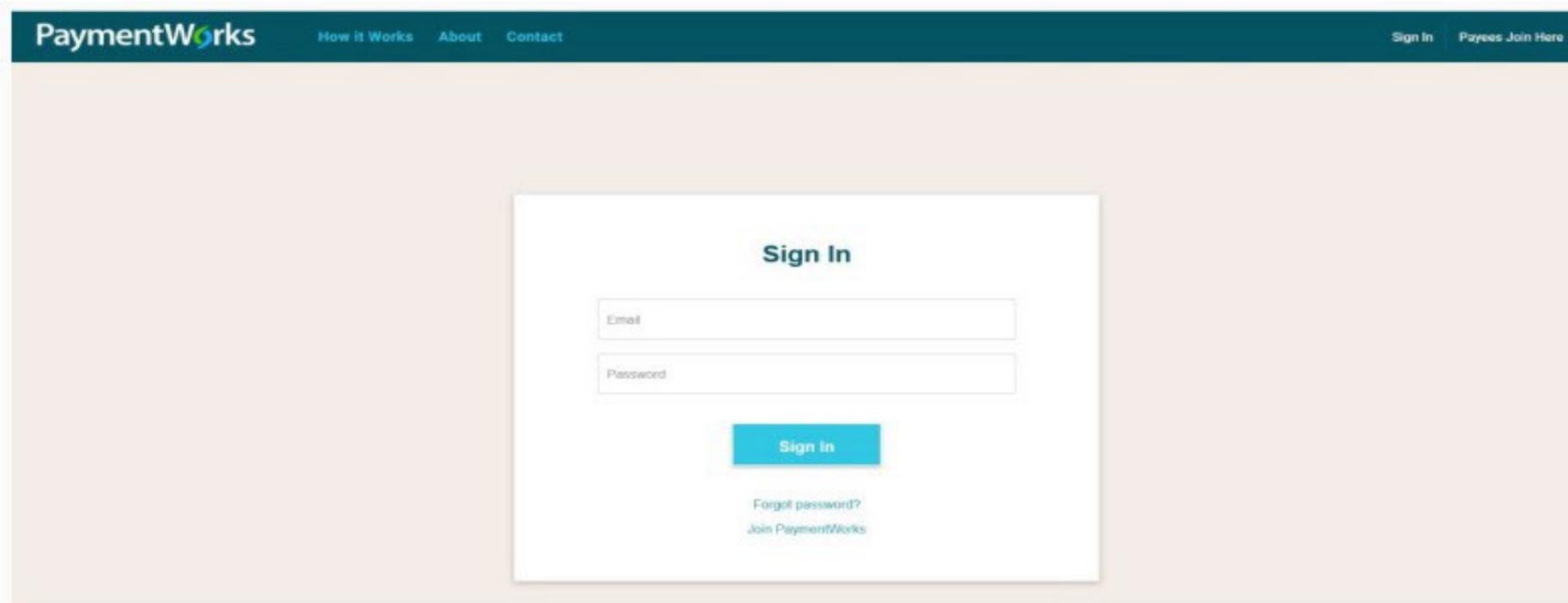
[PaymentWorks](#)

Please note, this is not authorization to perform services.

Sign in Using the Vendor Portal

Access your user account through the [Vendor Portal](#) to update or change vendor information.

You may also grant access to additional company users.

A screenshot of the PaymentWorks Vendor Portal sign-in page. The page has a dark teal header with the PaymentWorks logo on the left and navigation links for 'How it Works', 'About', 'Contact', 'Sign In', and 'Payees Join Here' on the right. The main content area is a light beige color. In the center, there is a white sign-in form with the title 'Sign In'. The form contains two input fields: 'Email' and 'Password'. Below the fields is a blue 'Sign In' button. At the bottom of the form, there are two links: 'Forgot password?' and 'Join PaymentWorks'.

Note: The multi-factor authentication step is enabled every time you login.

Vendor Portal

The vendor portal homepage contains six tabs.

1. Home
2. Connect
3. Invoices
4. News updates
5. Messages
6. Remittances

The screenshot shows the PaymentWorks Vendor Portal interface. At the top, the logo "PaymentWorks" is on the left, and the user's name "Bob Smith, LMN Company" is on the right, along with links for "Company Profile", "Help", "Account", and "Logout". Below the logo is a navigation bar with six tabs: "Home", "Connect", "Invoices", "News Updates", "Messages", and "Remittances". The main content area is divided into two sections. The left section is a dashboard for Bob Smith, featuring a greeting "Hello Bob Smith", a message "You have no unread messages", and a table header "Invoice/Paid Amount | # of Invoices" with a "last 30 days" filter. The table has five columns: "Accepted", "Exception", "Rejected", "Approved", and "Paid". The right section is a large blue graphic with the "PaymentWorks" logo and a stylized "6" shape.

Vendor Portal

The system will prompt you to a quick tour

[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](#)

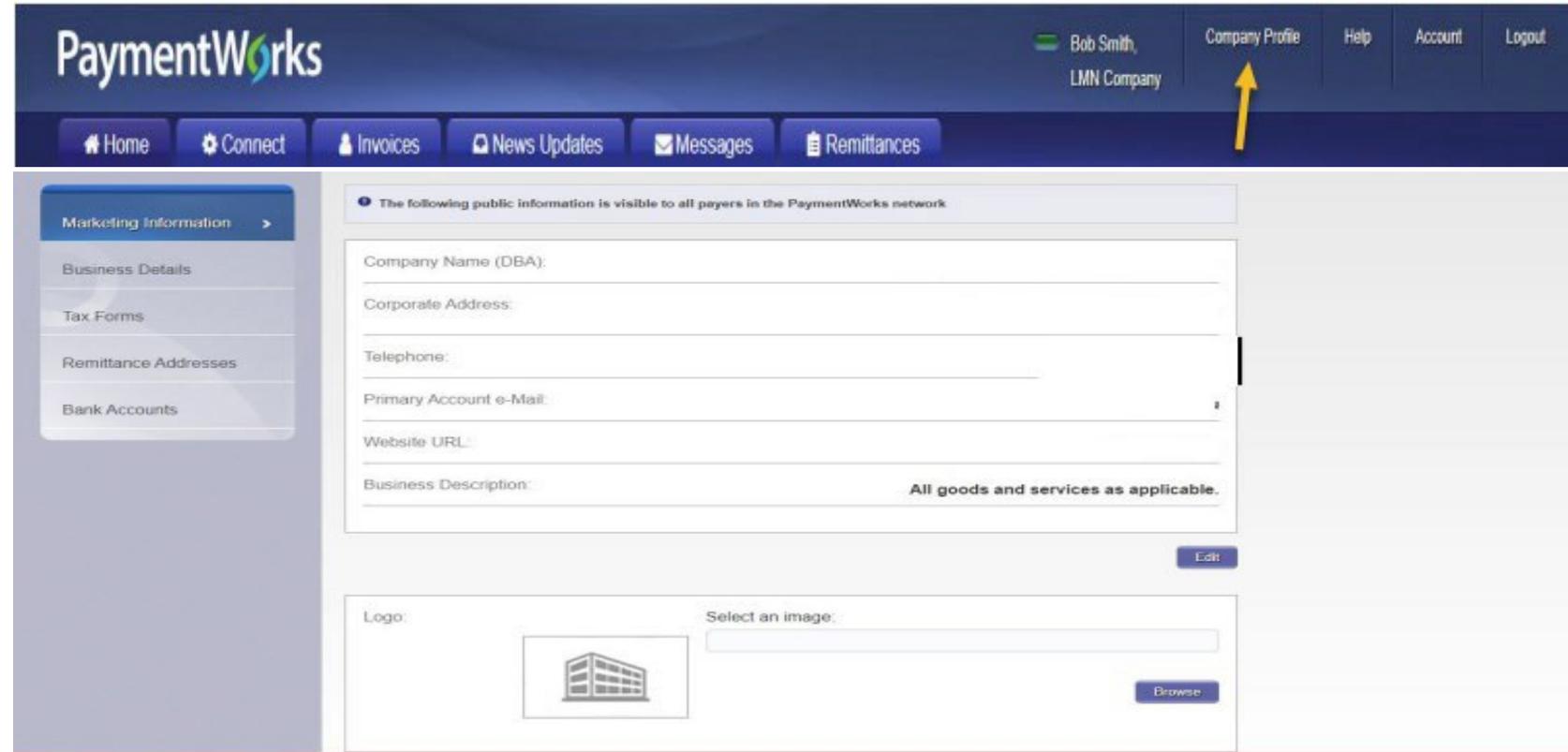
[Account Management](#)

[Connecting to Customers](#)

Company Profile

Your **Company Profile** is located at the top right corner of the homepage.

This is where you can make any account, vendor updates, or changes.



PaymentWorks

Bob Smith, LMN Company

Company Profile Help Account Logout

Home Connect Invoices News Updates Messages Remittances

Marketing Information >

Business Details

Tax Forms

Remittance Addresses

Bank Accounts

The following public information is visible to all payers in the PaymentWorks network

Company Name (DBA):

Corporate Address:

Telephone:

Primary Account e-Mail:

Website URL:

Business Description: All goods and services as applicable.

Edit

Logo:

Select an image:

Browse

Company Profile cont.

Under **Business Details**, you may edit or update any general company information.

The screenshot displays the PaymentWorks user interface. At the top left is the PaymentWorks logo. The top right navigation bar includes the user name 'Bob Smith, LMN Company' and links for 'Company Profile', 'Help', 'Account', and 'Logout'. Below this is a secondary navigation bar with icons for 'Home', 'Connect', 'Invoices', 'News Updates', 'Messages', and 'Remittances'. On the left side, a vertical menu contains 'Marketing Information', 'Business Details' (highlighted with a blue bar and a right-pointing arrow), 'Tax Forms', 'Remittance Addresses', and 'Bank Accounts'. The main content area features a warning message: 'The following private information is only shared with clients you have connected with on PaymentWorks'. Below this is a form with the following fields: 'Legal Name:', 'Tax Country:', 'Business EIN (TIN):', 'Business EIN (TIN) / Legal Name Validation:', 'IRS Tin Validation Status:', 'Tax Classification:', and 'D&B D-U-N-S Number:'. An 'Edit' button is located at the bottom right of the form.

Company Profile cont.

Under **Remittance Addresses**, you may update remittance addresses by using the **pencil** icon to add a new address, or by clicking on the **x** to remove an old address.

The screenshot displays the PaymentWorks user interface. At the top, the logo is on the left, and the user's name 'Bob Smith, LMN Company' is on the right. A navigation bar contains buttons for Home, Connect, Invoices, News Updates, Messages, and Remittances. The 'Company Profile' link is highlighted with a yellow arrow. On the left sidebar, 'Remittance Addresses' is selected and highlighted with a yellow arrow. The main content area shows a table with columns for 'Remittance Address' and 'Associated Bank Account'. A 'Create New Address' link is in the top right of the table. A yellow arrow points to a pencil icon (edit) and an 'x' icon (delete) in the right column of the table.

Remittance Address	Associated Bank Account

Company Profile cont.

Under **Bank Accounts**, you may update banking information by using the pencil icon to add a new account, or by clicking on the **x** to delete an old account.

PaymentWorks

Bob Smith, LMN Company

Company Profile Help Account Logout

Home Connect Invoices News Updates Messages Remittances

Marketing Information

Business Details

Tax Forms

Remittance Addresses

Bank Accounts >

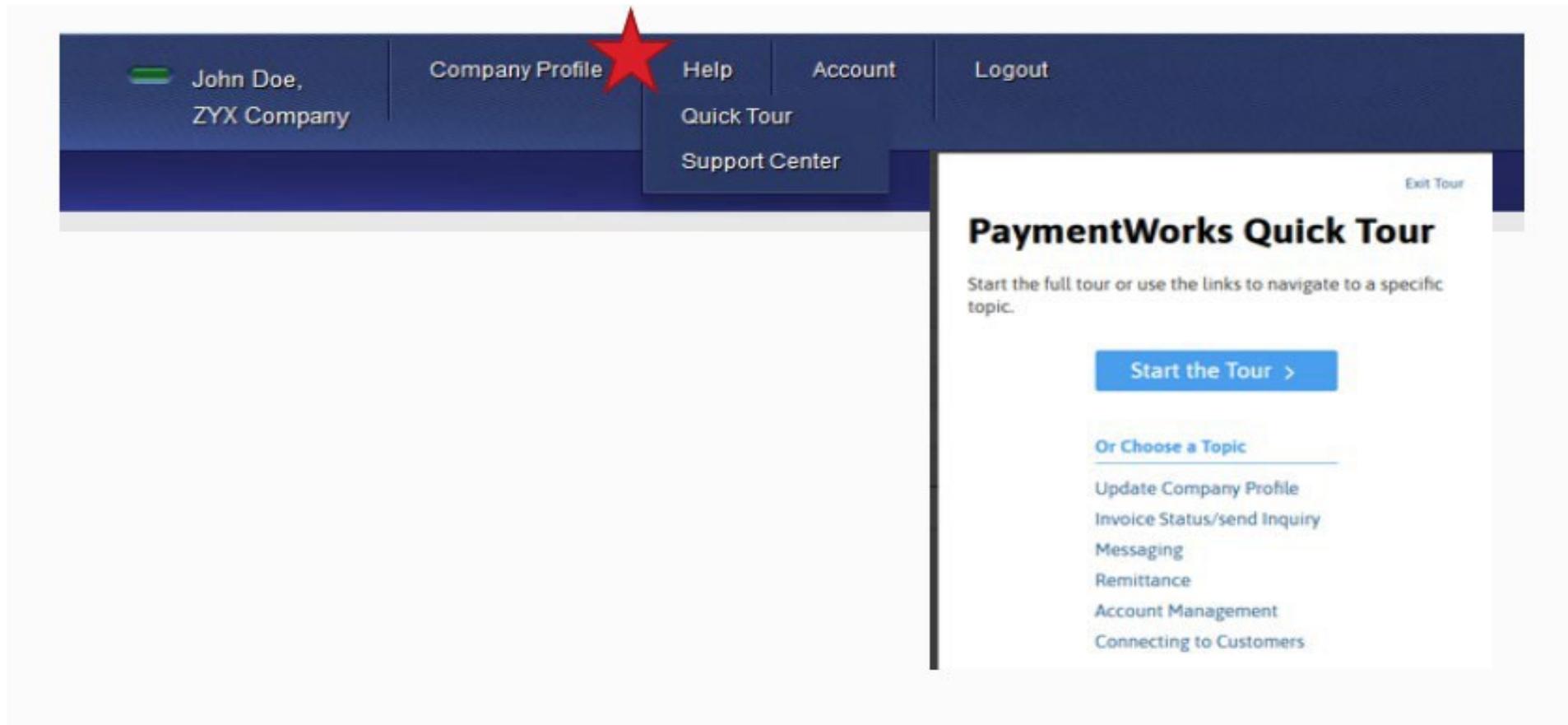
The following private information is only shared with clients you have connected with on PaymentWorks

NAME ON ACCOUNT	ACCOUNT NUMBER	EDIT	DELETE
	[show]		

Add Account

Quick Tour Help Link

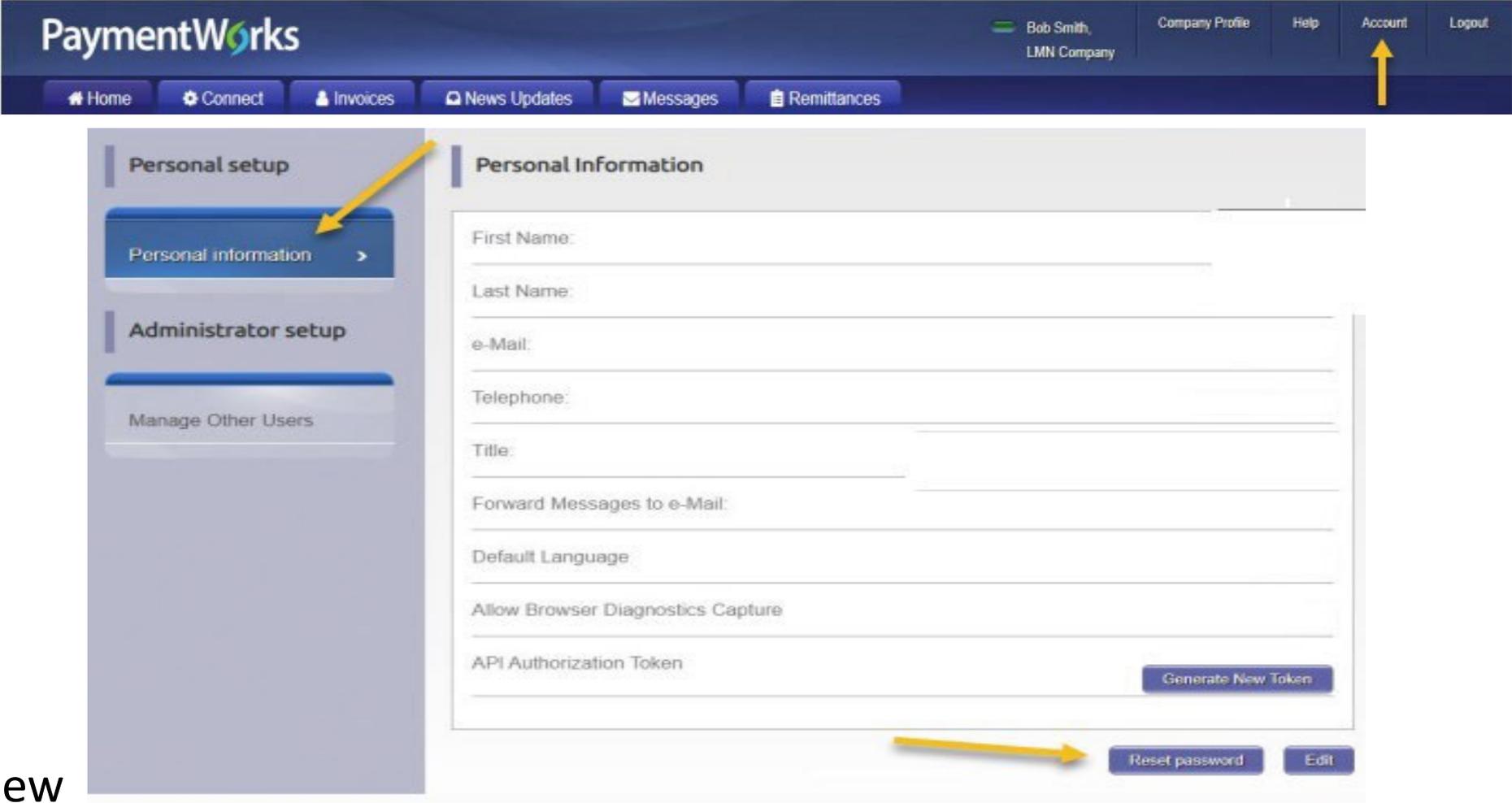
To learn more about PaymentWorks, access the quick tour option under the **Help** link located next to Company Profile.



The screenshot displays the PaymentWorks user interface. At the top, a dark blue navigation bar contains the following elements from left to right: a green profile icon, the text "John Doe, ZYX Company", a "Company Profile" link, a "Help" link, an "Account" link, and a "Logout" link. A red star is positioned over the "Help" link. A dropdown menu is open under the "Help" link, showing three options: "Quick Tour", "Support Center", and "Support Center". To the right of the navigation bar, a white panel titled "PaymentWorks Quick Tour" is visible. It includes an "Exit Tour" link in the top right corner, the title "PaymentWorks Quick Tour", and the text "Start the full tour or use the links to navigate to a specific topic." Below this text is a blue button labeled "Start the Tour >". Underneath the button is a section titled "Or Choose a Topic" with a list of links: "Update Company Profile", "Invoice Status/send Inquiry", "Messaging", "Remittance", "Account Management", and "Connecting to Customers".

Account

Use the **Account** link to update personal information or reset your password.



Classic View

Bank Accounts

You may add or remove bank accounts from this page.

PaymentWorks

GLENN CLOSE Company Profile Help Account Logout

Home Connect Invoices News Updates Messages Remittances

Marketing Information

Business Details

Tax Forms

Remittance Addresses

Bank Accounts >

The following private information is only shared with clients you have connected with on PaymentWorks

NAME ON ACCOUNT	ACCOUNT NUMBER	EDIT	DELETE
<p>! Please add your bank accounts so your customers can pay you electronically</p>			

Add Account

Classic View

Account cont.

Use the **Account** link to access the **Manage Other Users** section to add company users. Adding other users will facilitate access in the absence of employees.

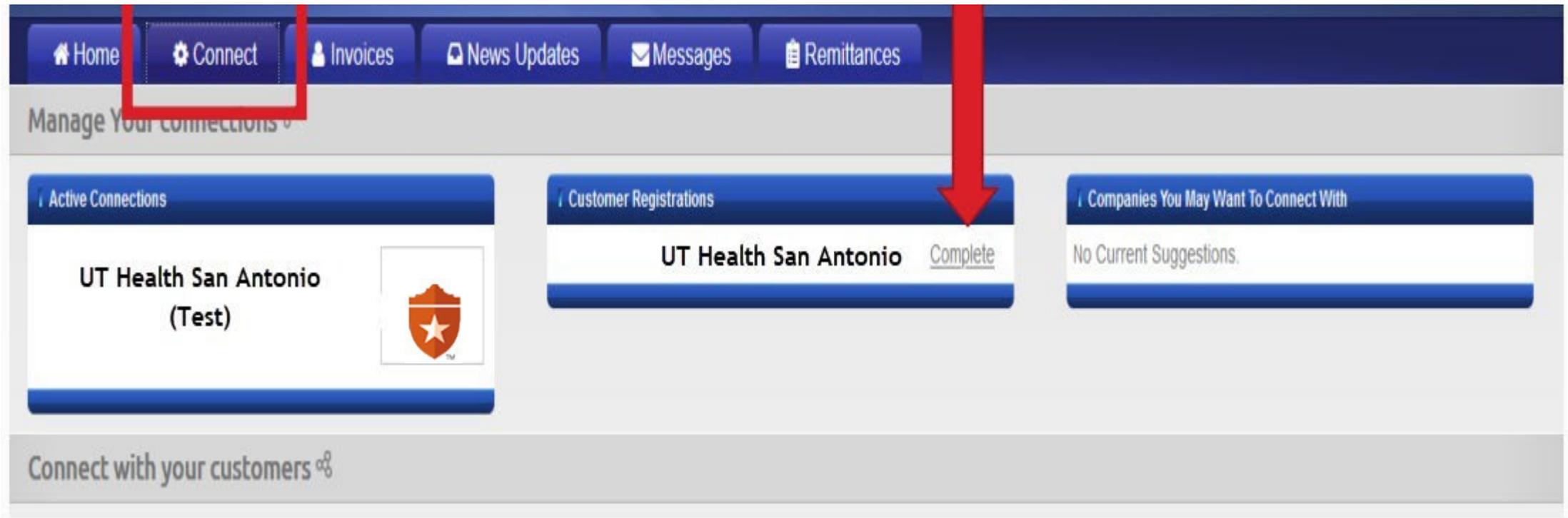
The screenshot displays the PaymentWorks user interface. At the top, the 'Account' link is highlighted with a yellow arrow. The main content area is titled 'Manage Other Users' and features a table with the following columns: LAST, FIRST NAME, EMAIL, TITLE, FORWARD MESSAGES, LAST LOGIN, EDIT, and DELETE. The table is currently empty, with the message 'There are currently no additional users' displayed below it. A yellow arrow points to the 'Add user' button in the bottom right corner. The sidebar on the left shows 'Manage Other Users' as the selected option under the 'Administrator setup' section.

Classic View

Checking the Status of Your Registration

Click on the **Connect** tab to view status of registration.

If the online registration is successfully completed, a **Complete** status under **Customer Registrations** section is noted.



The screenshot displays the 'Connect' tab in the Classic View interface. The navigation bar at the top includes 'Home', 'Connect', 'Invoices', 'News Updates', 'Messages', and 'Remittances'. The 'Connect' tab is highlighted with a red box. Below the navigation bar, the 'Customer Registrations' section is expanded, showing a registration for 'UT Health San Antonio' with a status of 'Complete'. A red arrow points from the 'Connect' tab to the 'Customer Registrations' section. The 'Active Connections' section shows 'UT Health San Antonio (Test)' with a logo. The 'Companies You May Want To Connect With' section shows 'No Current Suggestions.' The footer of the interface reads 'Connect with your customers'.

Classic View

Home Tab

Home tab view

- Customers
- Invoices

Click on
**PaymentWorks
Classic** tile to go
back to dashboard

The screenshot shows the PaymentWorks Home tab interface. On the left is a navigation sidebar with icons for Home, Customers, Invoices, Remittances, News, Messages, Bank Accounts, and Remittance Addresses. A 'Return To PaymentWorks Classic' button is located at the bottom of the sidebar. The main content area is titled 'Home' and contains two primary sections: 'Customers' and 'Invoices'. The 'Customers' section includes a table with one entry for 'UT Health San Antonio (Test)' with a 'Connected' status and a 'View/Edit Form' link. The 'Invoices' section shows a message that there are no invoices to view. On the right side, there is a 'PaymentWorks News' section with a 'Next Gen Remittances and Filtering Updates' article. A 'GC' logo is visible in the top right corner.

PaymentWorks GC

Home

Customers
View your customers and pending registrations

Customer	Registration Submission Date ↓	Status	
UT Health San Antonio (Test)	10/22/2024	Connected	View/Edit Form

Rows per page: 5 Total Rows: 1

[Go to Customers](#)

Invoices
View your connected customer-uploaded invoices

Customer	Invoice Number	Invoice Date ↓	Invoice Amount	Paid Amount	Purchase Order	Invoice Status	Scheduled Pay Date
There are no invoices to view. Check your filters and confirm you have connected customers. Invoice Help							

Rows per page: 5 Total Rows: 0

[Go to Invoices](#)

PaymentWorks News
1 of 2 Articles

Next Gen Remittances and Filtering Updates
PaymentWorks continues to deliver modern UI enhancements to our Payee Portal interface. Now available, Remittances page and filter features. You can now view your payment remittances all from Next Gen without having to go back to the Classic...
April 03, 2024 [Read More](#)

[Return To PaymentWorks Classic](#)

Customers and Invoices Pages

Customers Page

PaymentWorks GC

Home Customers Invoices Remittances News Messages Bank Accounts Remittance Addresses

Customers

[Go to Classic Connect Page](#)

Customers
View your customers and pending registrations

Customer	Registration Submission Date ↓	Status
UT Health San Antonio (Test)	10/22/2024	Connected View/Edit Form

Rows per page: 10 Total Rows: 1

Invoices Page

PaymentWorks GC

Home Customers Invoices Remittances News Messages Bank Accounts Remittance Addresses

Invoices

[Go to Classic Invoices Page](#)

Invoices
View your connected customer-uploaded invoices

[Filter](#)

Customer	Invoice Number	Invoice Date ↓	Invoice Amount	Paid Amount	Purchase Order	Invoice Status	Scheduled Pay Date
There are no invoices to view. Check your filters and confirm you have connected customers. Invoice Help							

Rows per page: 10 Total Rows: 0

Remittance and News Updates Pages

News Page

PaymentWorks

- Home
- Customers
- Invoices
- Remittances
- News
- Messages
- Bank Accounts
- Remittance Addresses

Remittance Page

PaymentWorks

- Home
- Customers
- Invoices
- Remittances
- News
- Messages
- Bank Accounts
- Remittance Addresses

Remittances

[Go to Classic Remittances Page](#)

Remittances
View your customer connected remittances for paid invoices

Filter

Export to CSV

Customer	Pay Document Number	Pay Date ↓	Total Amount
There are no remittances to view. Check your filters and confirm you have connected customers with paid invoices.			
			Rows per page: 10 Total Rows: 0

News Updates Page

PaymentWorks

GLENN CLOSE Company Profile Help Account Logout

- Home
- Connect
- Invoices
- News Updates
- Messages
- Remittances

Updates

Holiday Closure
5/31/2023, 1:02:21 PM



Please be advised that we will be closed in observance of Christmas and New Year's Eve from 12/23/22-1/3/23. Any invoices submitted during this time will be reviewed upon our return.

[3_-_Blank_Page.pdf](#)

1099
5/31/2023, 1:01:48 PM



As tax season gets closer, we ask that you log into your PaymentWorks account to update any pertinent information so that we can ensure your 1099 gets to you on time and with accurate information.

Thank you for your assistance.



Invoice Tab

Vendors can view payment information using the **Invoices** tab.

Invoice information available:

- Customer name
- Invoice number
- Invoice date
- Invoice amount
- Invoice paid amount
- Purchase Order number
- Invoice status
- Scheduled payment date

Need help ?

Filter Results:

Date Type: Invoice Date

Date Range: All

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy

Show Only Pay Early Offers:

Customer:

Vendor Number:

Invoice Number:

Purchase Order:

Status: All

Amount Type: Invoice Amount

Min Amount: Max Amount:

Clear Filters Can't find an invoice?

Classic View

Remittances Tab

View remittance address information by selecting the **Remittances** tab.

The screenshot displays the PaymentWorks web application interface. At the top left is the 'PaymentWorks' logo. The top right corner shows the user name 'GLENN CLOSE' and links for 'Company Profile', 'Help', 'Account', and 'Logout'. A dark blue navigation bar contains tabs for 'Home', 'Connect', 'Invoices', 'News Updates', 'Messages', and 'Remittances'. Below this is a search bar and a row of notification boxes for 'Customer Inquiries', 'Auto-Connect Failures', 'Manual Connection Requests', 'New Vendor Requests', 'Vendor Updates', 'Invitation Request', and 'Notifications', each with a '0/0' count. The 'Messages' section is active, showing a left sidebar with 'Inbox', 'Sent', 'Archives', and 'Trash'. The main content area has a refresh button, action buttons for 'Archive', 'Mark as Read', 'Mark as Unread', and 'Move to Trash', and a message stating 'There are currently no messages of this type'.

Classic View

Remittances Tab

View remittance address information by selecting the **Remittances** tab.

The screenshot shows the PaymentWorks user interface. At the top left is the PaymentWorks logo. The top right navigation bar includes a user profile for 'GLENN CLOSE' and links for 'Company Profile', 'Help', 'Account', and 'Logout'. Below this is a dark blue navigation bar with buttons for 'Home', 'Connect', 'Invoices', 'News Updates', 'Messages', and 'Remittances'. The 'Remittances' button is highlighted. On the left side, there is a sidebar menu with options: 'Marketing Information', 'Business Details', 'Tax Forms', 'Remittance Addresses' (which is selected and has a right-pointing arrow), and 'Bank Accounts'. The main content area features a light blue header with a warning icon and the text: 'The following private information is only shared with clients you have connected with on PaymentWorks'. Below this is a section titled 'Remittance Addresses' with a 'Create New Address' link. A table displays one remittance address:

Remittance Address	Associated Bank Account	Related Customers
Pay to GLENN CLOSE, 145 1/2 Terrell Rd, San Antonio, TX USA 78209-6232 Address Validated	None	Related Customers Share With Customers

There are also edit and delete icons (pencil and 'x') to the right of the 'Share With Customers' button.

Classic View



Tips & Tricks



A PaymentWorks representative may contact you or your company directly to verify banking information



The **ACH** (Direct Deposit) option is only for banks based in the United States. ACH is the **preferred** and **best payment option** to expedite payment.



The **Wire Transfer** payment option is reserved to pay **foreign vendors** that do not bank in the United States. A UT Health SA department may contact you to verify the SWIFT code.



Tips & Tricks



If you update your information, the system may require you to attach a new copy of your company's Insurance Certificate or Diversity Certificate.



You may experience further delays or require additional clearances, if your TIN is flagged with a domestic or foreign **Financial Sanction** or **State vendor hold**.



You must complete the online registration process with UT Health SA, even if you participate in a similar platform with another University, State agency, or organization.

Contact Information

Contact PaymentWorks when you:

- Experience issues navigating the platform
- Forget your username
- Need to reset your password

PaymentWorks:

- [Submit ticket through the vendor knowledge base PaymentWorks website \(click on hyperlink\)](#)
- Then click on **Customer support** button

