Supplier Registration Instructions

1. When a department at the University of Texas at Dallas (UTD) has started the onboarding process for you as a supplier, PaymentWorks will send an invitation email to the supplier/company contact that the UTD department provided. Click on the link provided in the email to register on PaymentWorks.

   Dear Best Buy:
   In order for The University of Texas at Dallas (Sandbox) to establish you or your company as a payee/vendor, please click here to register on PaymentWorks, The University of Texas at Dallas (Sandbox) supplier portal.
   Initiator has invited you to register as a new vendor to The University of Texas at Dallas (Sandbox).
   Please complete the following onboarding process to get you set up in the UTD supplier list so that we may complete the purchase regarding quote #5555555.
   Before you begin the registration process, be sure to have the following information available:
   1. A valid tax ID (either an EIN or SSN)
   2. If you wish to receive electronic (ACH) payments, you will need a copy of a voided check or bank statement.
   If you have questions regarding billing, invoices, or payments, please contact University of Texas Dallas directly.
   If you have questions regarding the PaymentWorks platform or specific aspects of the registration process, please email support@paymentwork.com.
   Thank you for your support.
   Sincerely,
The University of Texas at Dallas (Sandbox)

2. Click “Join Now.”

3. Complete the supplier user profile creation form:
4. Once you have completed the supplier user profile creation form, a second email communication will be sent by PaymentWorks. This second email will be titled ‘PaymentWorks Account Registration’. Once you received this second email communication, click the ‘Verify Your Email and Complete Your Registration’ link.

```
PaymentWorks Account Registration

PaymentWorks Support <support@paymentworks.com>
to utdallaspw2019+bestbuy

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.
```

5. Sign in using the email address and password set at step #3:

```
Sign In

utdallaspw2019+bestbuy@gmail.com

 ****************

Sign In
```

6. Complete the vendor request form making sure to complete any field noted with a * as required. The form will dynamically change based on the fields that you enter. Once you have completed the registration form, click the ‘Submit’ button to submit form into workflow for UTD to review. At this point, you will receive the following message noting your registration for submission.

```
Submission Successful!

Your new vendor registration has been submitted successfully to The University of Texas at Dallas (Sandbox).

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
```