

## PaymentWorks Supplier Guide

### Financial Services Supplier Administration

Arizona State University has selected [PaymentWorks](#) to automate and strengthen onboarding controls for suppliers conducting business with the university.

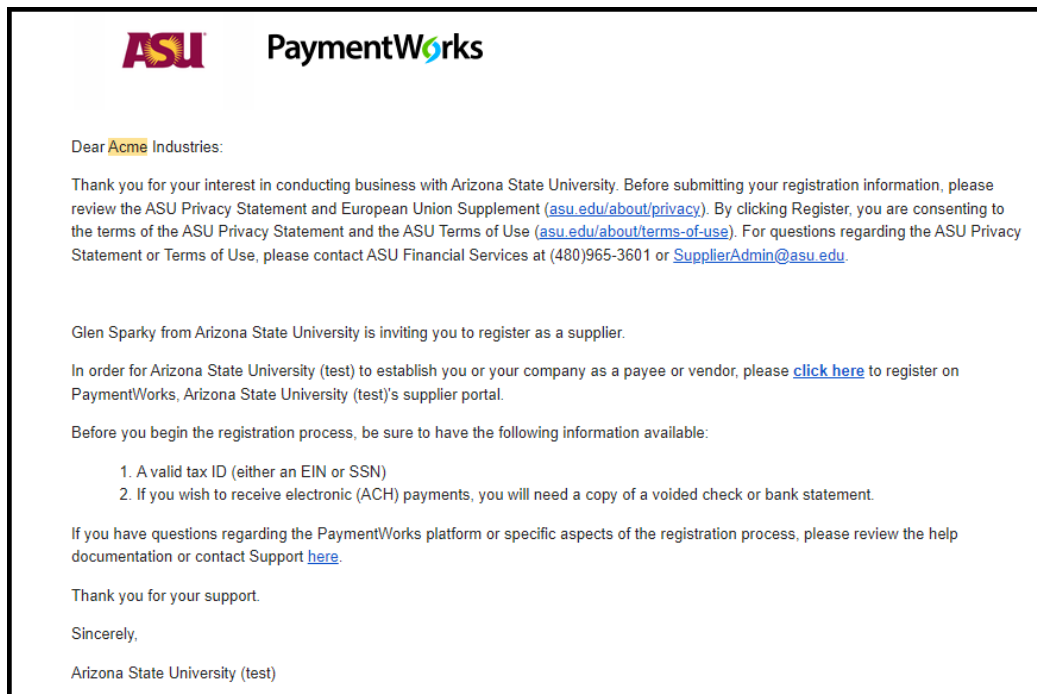
Suppliers can manage the following information in their profile through the PaymentWorks supplier portal:

- Banking details.
- Contact information.
- Payment status.

ASU will send invitation emails to the supplier's identified point of contact.

### Registration email invitation

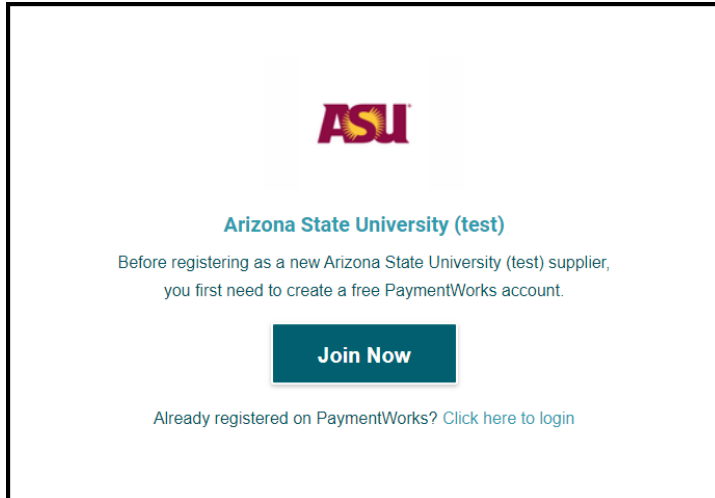
To begin the registration process, click the link in the email you received.



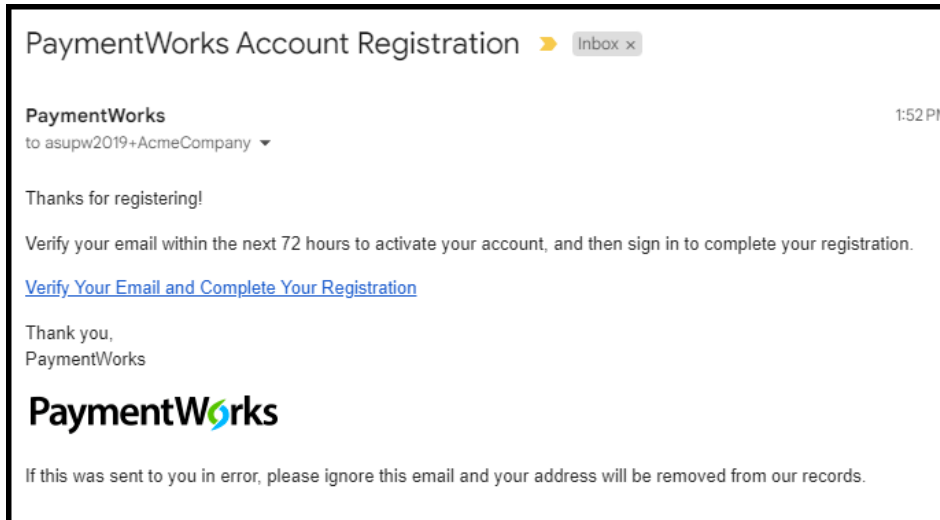
### Create a PaymentWorks account

After clicking the registration link, a page will open asking you to create a PaymentWorks account. Click **Join Now** and complete the registration.

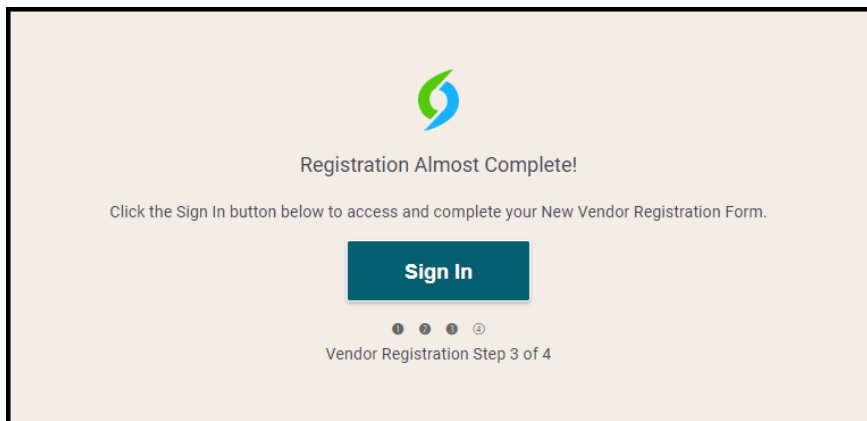
If your company already has a PaymentWorks account, log into your current account. You will be taken directly to ASU's registration site.



Once you create your account, you will receive an email requesting account verification and registration within the ASU network.



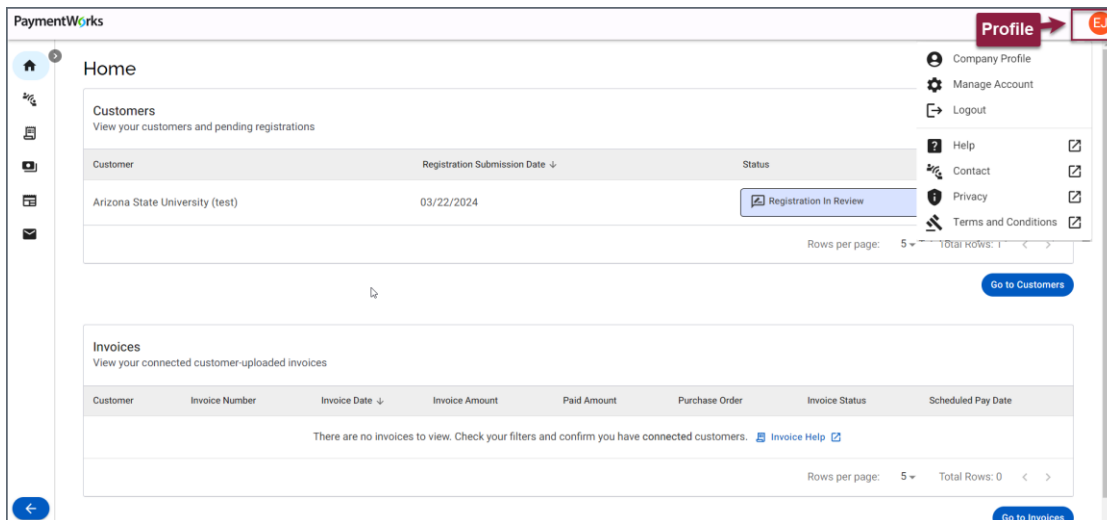
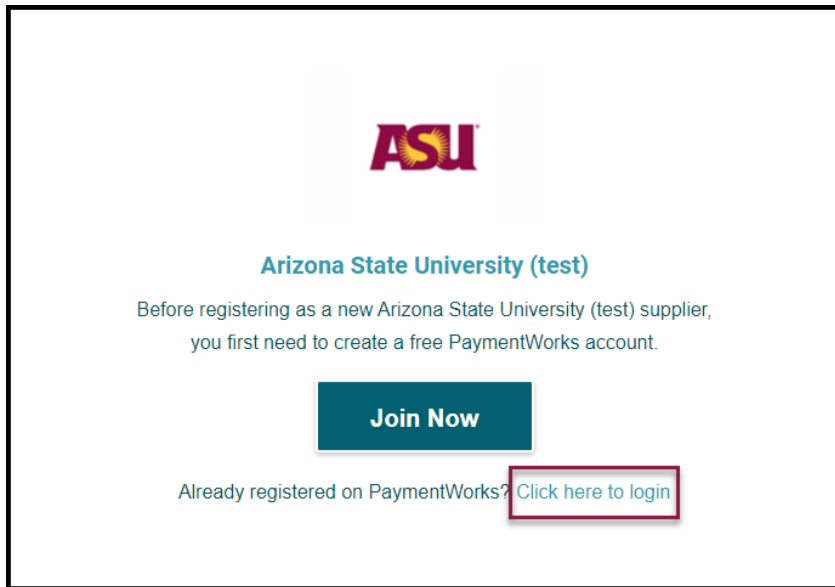
After you finish the verification, you are ready to start the registration process. Click the **Sign In** button to begin.



## Connecting to ASU using an existing account

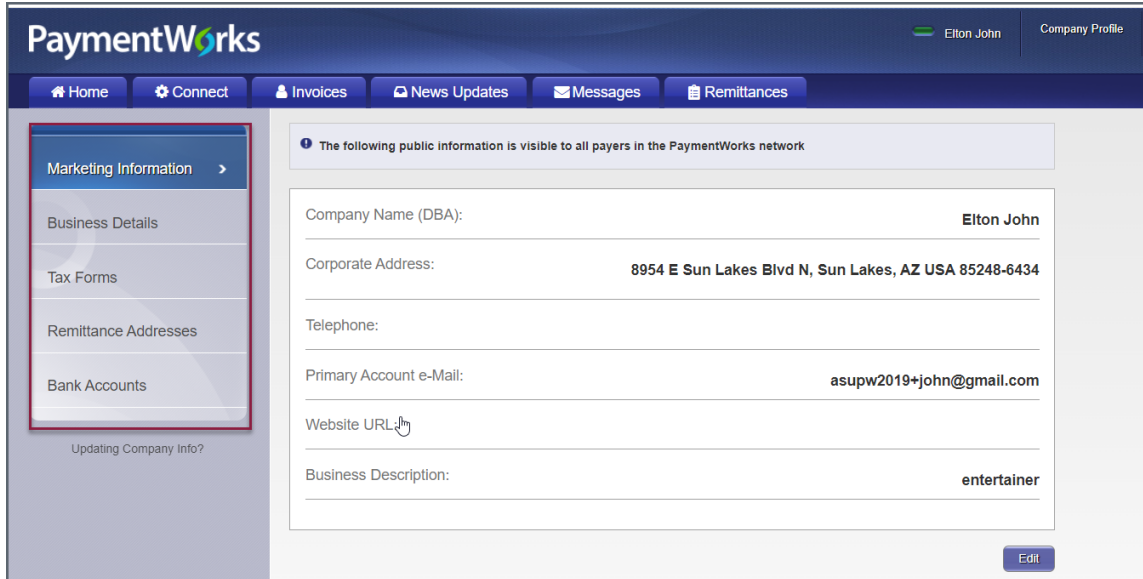
If you already have an existing PaymentWorks account, you may use it to log in and connect to ASU.

You will see the screen below after you click the registration link in the invitation email. Select the **Click here to login** link.



From your PaymentWorks homepage, you can track the status of your connection to ASU and other customers you may have connected to using PaymentWorks.

Your Profile will be created after you submit a New Vendor Registration form. From the **Profile** menu, select **Company Profile** to update your business or personal details. [Refer to the Updating Company Profile Information tutorial](#) for more information.



Click the appropriate tab from the left side to update the following:

- **Marketing Information:** Basic information such as the **Company Name (DBA)** and contact information.
- **Business Details:** Tax information such as the tax country, tax identification number and classification.
- **Tax Forms:** Upload or update any required tax documents.
- **Remittance Addresses:** Manage the remittance addresses where ASU can submit payments. The **Bank Accounts** tab does not appear if no remittance address is indicated.
- **Banking Accounts:** Add or update your banking information. [Refer to the How to Add a New Bank Account instructions](#) for more details.

### Getting help

[Refer to the PaymentWorks Support Center](#) or [contact PaymentWorks support](#) for questions regarding the platform or registration process.

[Visit the Do Business with ASU webpage](#) or [contact the ASU Supplier Administration](#) for questions about the ASU-specific vendor management process.