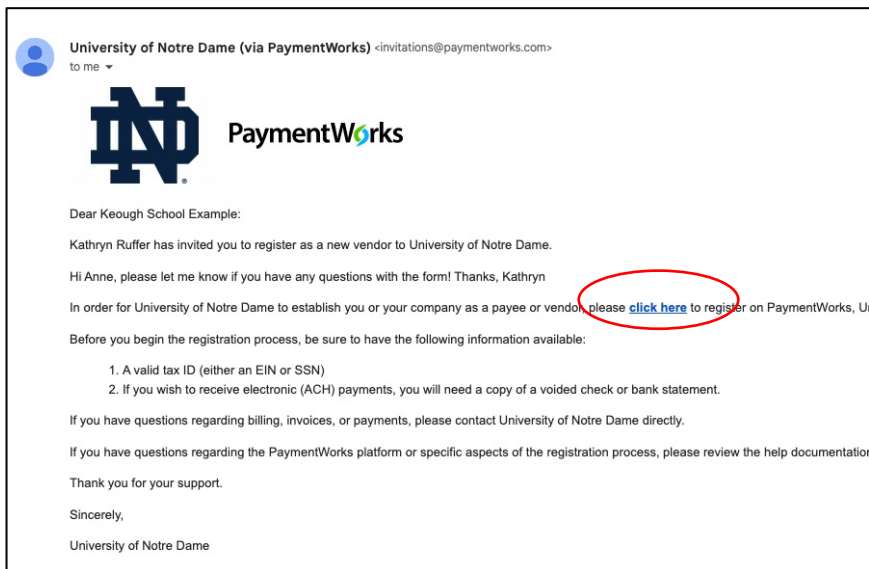
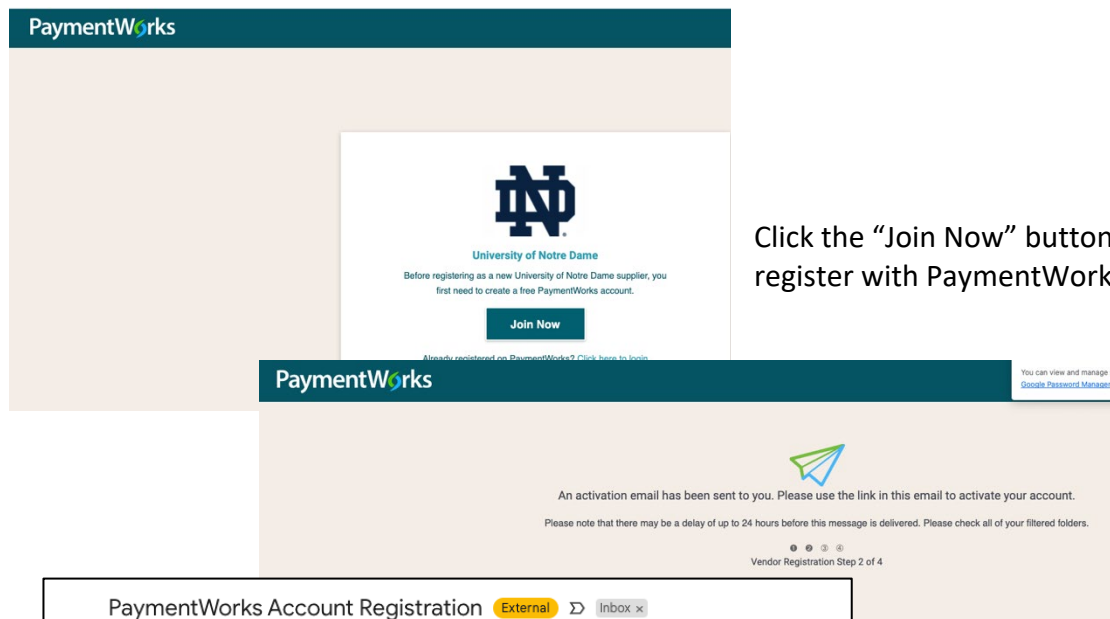


1. Email sent from PaymentWorks

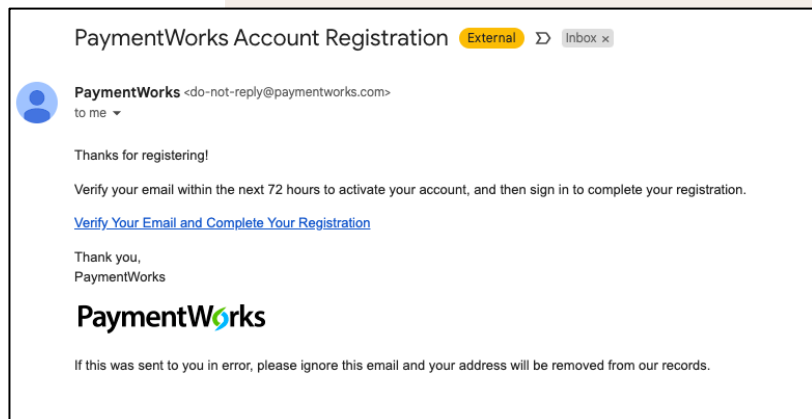


You will receive an email from invitations@paymentworks.com. If you do not see the email in your Inbox, be sure to check your SPAM folder.

2. Login or Create a PaymentWorks account



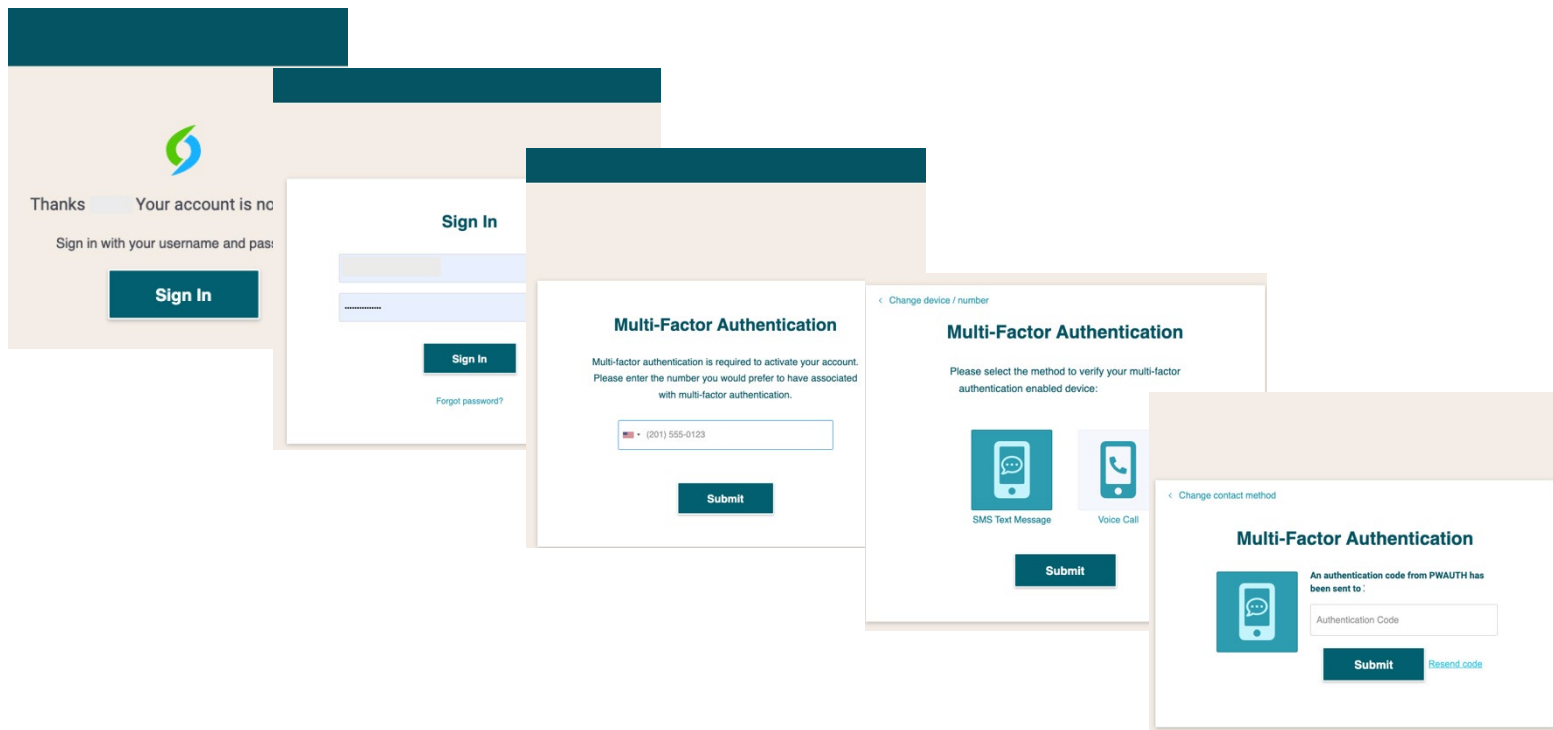
Click the “Join Now” button if this is the first time you register with PaymentWorks.



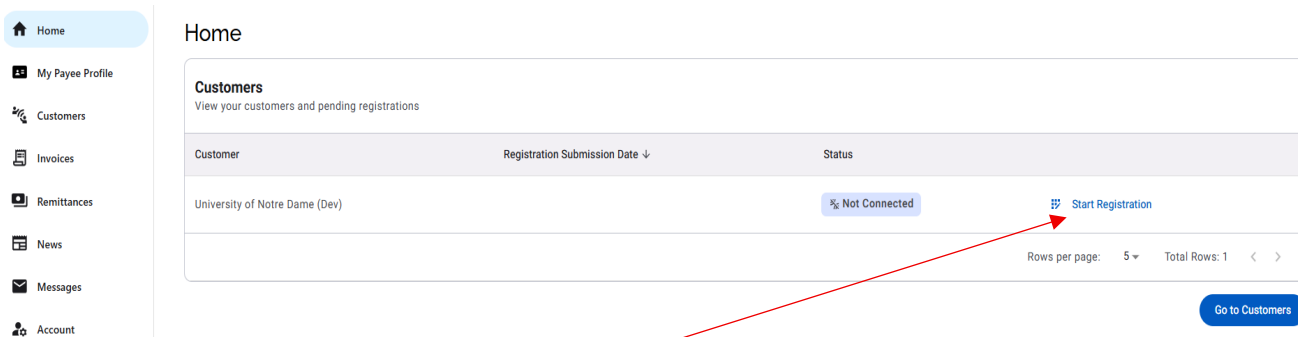
Within seconds, an email will be sent to you.

Be sure to click the ‘Verify’ link within 72 hours.

3. You are now able to sign in to PaymentWorks, using Multi-Factor Authentication



4. Once signed in, you will access the Home Screen

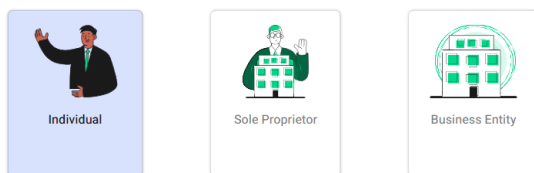


Click “Start Registration” to begin

5. Enter your Tax Information

How should we classify you for payments and tax reporting?

This helps us gather the correct information to complete your profile and get you paid.



Back

Next

Select “Individual”

Where are you responsible for tax reporting?

For individuals, this is usually your home country.

For businesses and sole proprietors using a business tax ID, choose the country where your business is registered.

All fields marked with an asterisk (*) are required.

Country of Origin or Organization *
United States of America

Gather the following before starting to help you complete your form:

- ☒ Your Social Security Number (SSN)
OR Individual Taxpayer Identification Number (ITIN)
OR Employer Identification Number (EIN)

[Back](#)

[Next](#)

Select your home country

Name and Social Security Number

Enter your name and Social Security Number (SSN) exactly as they appear on your tax documents. Do not enter a business EIN.

First Name *

Middle Name

Last Name *

Date of Birth * 

SSN *

Confirm SSN *

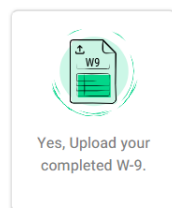
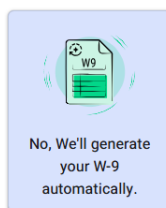
[Back](#)

[Next](#)

Provide your legal name and SSN

Does your W-9 include any special entries?

Special entries include FATCA exemption codes or other non-standard information.



[Back](#)

[Next](#)

Select "No, We'll generate your W-9 automatically"

W-9 Certification

Your **Form W-9** is being generated and submitted electronically.

Tax ID
000001234

Under penalties of perjury, I certify the following:

- ☒ The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me);
- ☒ 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;
- ☒ I am a U.S. citizen or other U.S. person.

Certification instructions. You must uncheck item 2 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 on the W9 for Part II, later.

[Back](#)

[Save and Continue](#)

6. Enter your Personal Information and Addresses

Personal Information

This information is necessary for identity verification and communication purposes.

Phone Number *

Preferred Email *

Website URL

[Back](#)

[Next](#)

Description of Reason for Payment

Briefly describe the type of services you are providing or the reason you're being paid. This helps your customer understand the nature of the payment.

Payment Reason *

[Back](#)

[Save and Continue](#)

Provide a short description such as “honoraria”, “photography services”, “consulting services”, etc.

Enter Your Primary Address

Enter your primary business address. This will be used for all official correspondence.

Country *

United States of America

Address Line 1 *

Address Line 2

City *

State / Province / Territory *

Alabama

Zip / Postal Code *

[Back](#)

[Next](#)

Enter your home address

Enter Your Remittance Address

This is the address where payments should be sent.

Note: You are only required to enter one remittance address at this time. Once your profile is created, you will have the ability to manage and add additional remittance addresses as needed.

☐ Same as primary address

Enter Contact Details for Accounts Receivable

Please provide the contact details for Accounts Receivable related to this address. This should be someone responsible for accounts receivable who can handle billing and payment inquiries.

Contact Name *

Contact Email *

Contact Phone *

Enter Remittance Address

Address Nickname *

Country *

Your Remittance Address can be the same as your home address. You can select “Same as primary address” for it to be automatically completed. Please provide your name, email and phone number.

Enter Your Order Address

This is the address where purchase orders should be sent. If it's the same as your primary and/or remittance address, you may select the checkbox that applies to skip additional entry.

Note: You are only required to enter one order address at this time. Once your profile is created, you will have the ability to manage and add additional order addresses as needed.

☒ Same as primary address

☐ Same as remittance address

☒ Order address will use the same address as your primary address.

Enter Contact Details for Order Address

Contact Name *

Contact Email *

Contact Phone *

[Back](#)

[Save and Continue](#)

Your Order Address will again be the same as your home address. You can select “Same as primary address” for it to be automatically completed. Please provide your name, email and phone number.

7. Enter the Payment Information

In which country is your bank located?

This helps us choose the correct banking details and payment options for your account.

Country of Origin or Organization *

United States of America

[Back](#)

[Next](#)

How would you like to receive payments?



ACH

Direct deposit to your bank account.
Convenient, reliable and easy.

Net 30

RECOMMENDED

Standard Methods



Check

Paper check by mail. Slow, less secure,
often delayed.

Net 30

[Back](#)

[Next](#)

If you select ACH, you will be asked to provide the following information.

Bank Details

We'll use this information to deposit funds into your U.S. bank account. Routing number will be used to identify the bank and its address automatically.

Name on Account *

Routing / Bank Number *

Account Type *

Account Number *

Confirm Account Number *

Back

Next

Bank Details

We'll use this information to deposit funds into your U.S. bank account. Please provide the required validation documentation.

 [Select a Bank Validation File *](#)

Accepted files: PDF, JPG, PNG

Instructions: Please ensure the validation file you are uploading is in English and that the bank information in it matches what has been entered on this form.

The document must clearly show:

- Your company name
- Your full bank account number (must be visible, not truncated or grayed out)
- A routing number that matches the payment method you selected (ACH or Wire)

Accepted documents:

- A voided check preprinted with your company name
- A bank statement showing the account and routing numbers
- A letter on bank letterhead with the required details
- A voided deposit slip preprinted with your company name
- A letter on your company's letterhead including the full bank account and routing number

Warning: An invalid file may cause your registration form to be returned and delay your registration approval process.

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

Back

Next

Where should we send payment notifications?

Where should we send payment notifications?

Payment Notification Email Address *

Back

Save and Continue

8. Answer “NO” to the following miscellaneous questions

Are you aware of any potential conflicts of interest with University of Notre Dame (Dev)?

This includes any known connections between people at your organization and individuals affiliated with University of Notre Dame (Dev), even if you were not directly involved but are aware of the relationship.



Yes, I'm aware of one or more conflicts



No, I'm not aware of any conflicts

Back

Next

Do you or your business accept Purchase Orders (POs)?

This helps us determine if you're set up to receive and process Purchase Orders from customers.

I accept POs

I don't accept POs

Back

Save and Continue

Do you have any insurance coverage to provide?

We'll help you create a digital record ("coverage card") for each type of insurance coverage you hold.

Yes - I have at least one type of insurance coverage

No - I will not be providing insurance coverage

Back

Save and Continue

9. LAST STEP: Select “US Individual” and “Save and Continue” to submit your registration.

Additional Information

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

All other fields are optional.

Please contact the University of Notre Dame Procurement HelpDesk at buy@nd.edu if you have any questions specifically related to the purchase order questions.

Supplier Category*

Select an Option

US Individual

Save and Continue

Home

My Payee Profile

Customers

Invoices

Remittances

News

Messages

Account

Home

Customers		
View your customers and pending registrations		
Customer	Registration Submission Date ↓	Status
University of Notre Dame (Dev)	07/09/2026	Registration In Review
Rows per page: 5 Total Rows: 1 < >		

Go to Customers

Once the registration is submitted, you will be taken to the Home screen and the status will show “Registration in Review”.