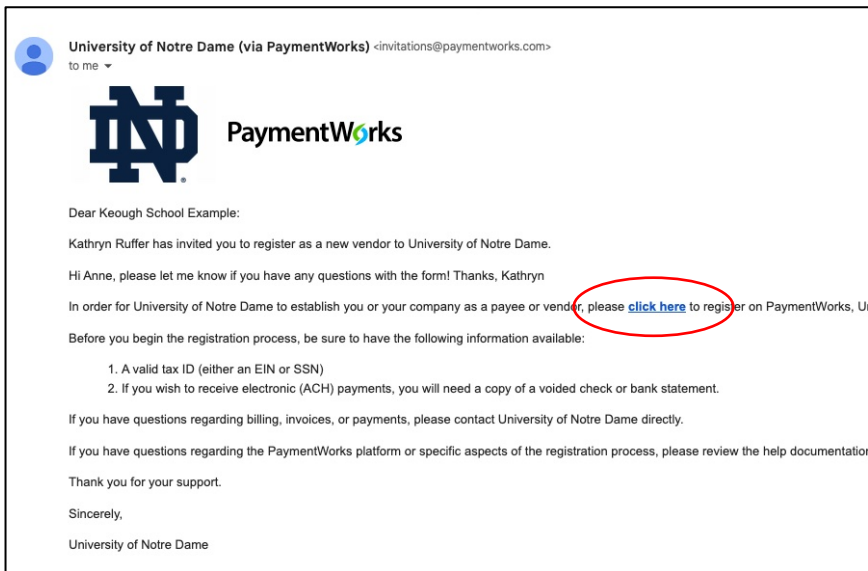
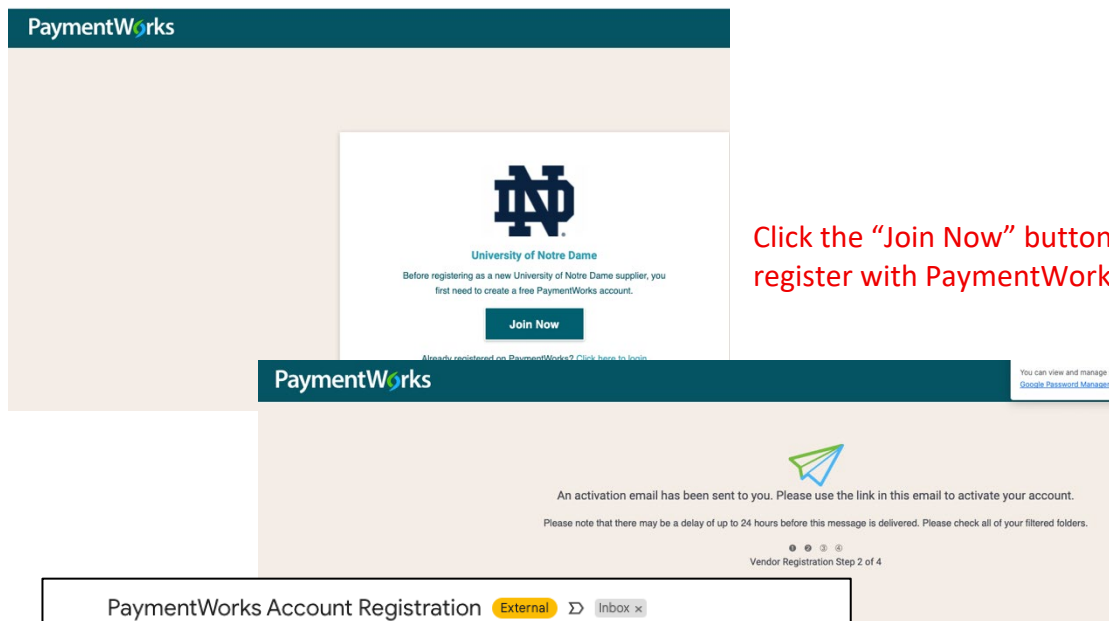


1. Email sent from PaymentWorks

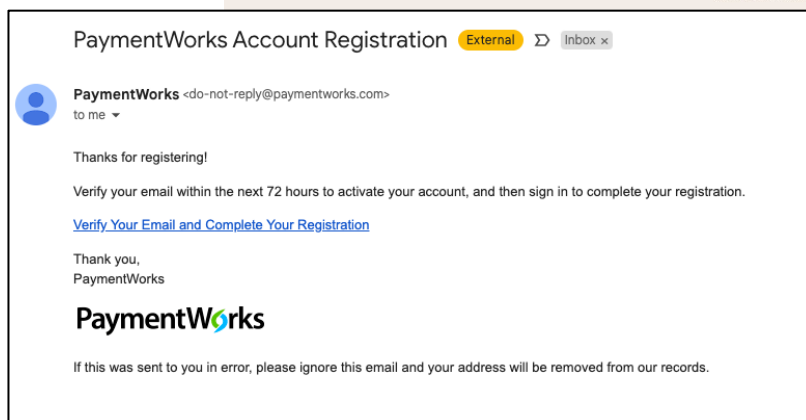


You will receive an email from invitations@paymentworks.com. If you do not see the email in your Inbox, be sure to check your SPAM folder.

2. Login or Create a PaymentWorks account



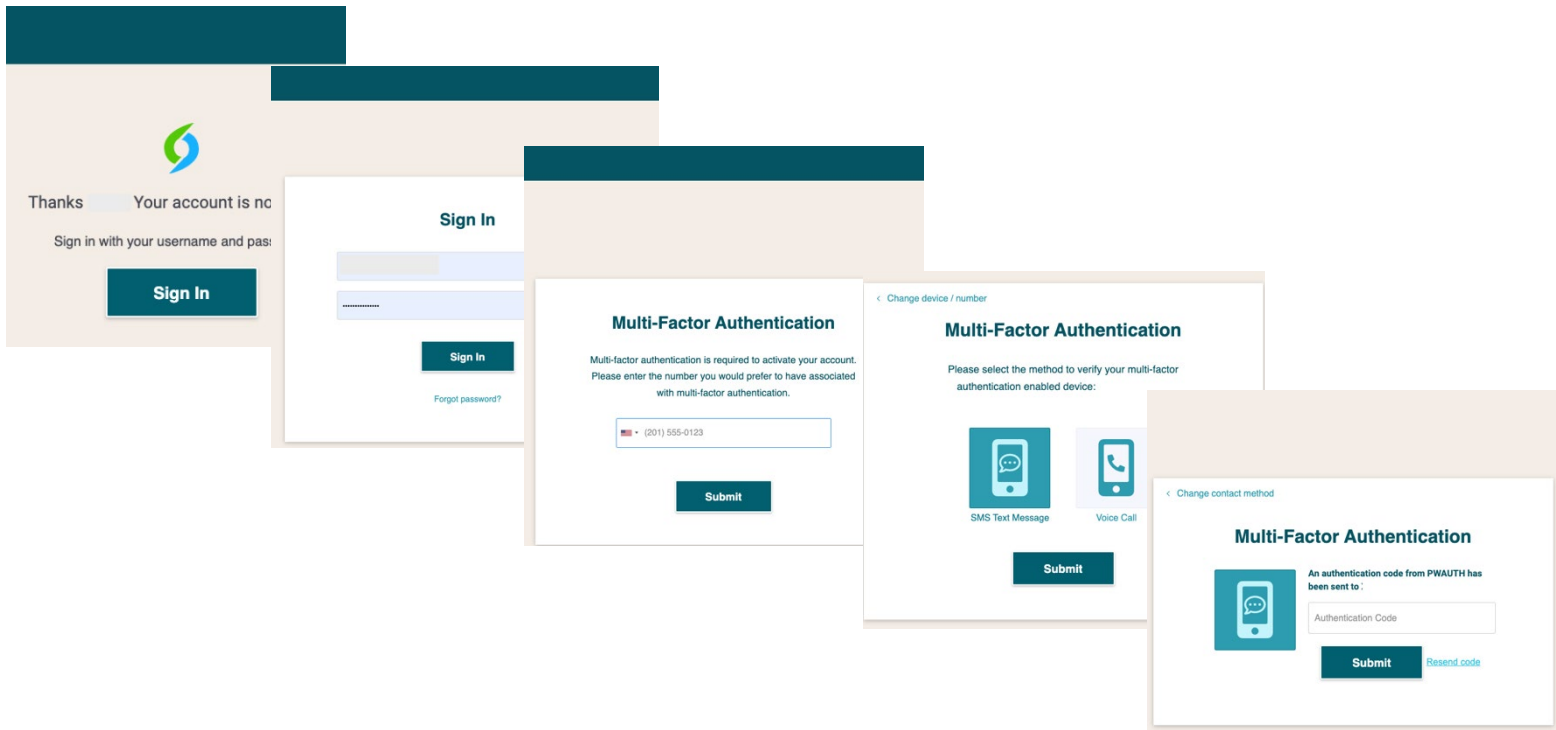
Click the “Join Now” button if this is the first time you register with PaymentWorks.



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

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)		Not Connected

Rows per page: 5 Total Rows: 1

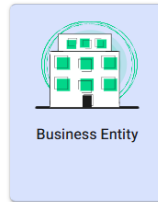
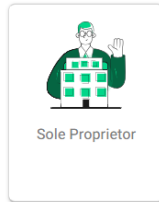
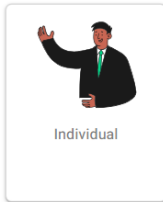
Go to Customers

Click “Start Registration” to begin entering your information

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.



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Click “Business Entity” for payments to a non-person entity.

In what country is your business registered for tax purposes?

Select the country where your business is legally formed or registered.

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

Country of Origin or Organization *
Q United Kingdom ▼

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

- ☒ Business legal name
- ☒ Business DBA name, if applicable
- ☒ Business classification
- ☒ Non-US Tax Identification Number OR Employer Identification Number (EIN)
- ☒ W-8BEN-E Form

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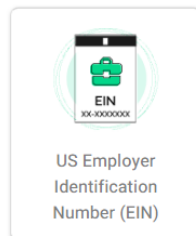
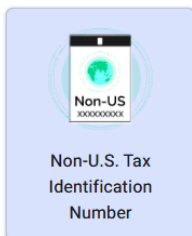
[Next](#)

Select your home country.

What type of tax ID applies to your business

Enter the tax ID issued by your country of registration or incorporation.

If you have a U.S. EIN from the IRS, you can use that instead.



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Select “Non-U.S. Tax Identification Number”, unless you have a US Employer Identification Number (EIN).

Provide your business name and Non-US Tax Identification Number

These should be entered exactly as they appear in your tax documentation.

Business Name *

☐ Does your business use a different name publicly (like a brand name)? This is called a "Doing Business As" (DBA) name.

Tax Number (5-20 characters) *

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Enter your organization's name as it appears for your country's official purposes and the Tax Number you use in your home country. If unknown or not-applicable, enter "99999".

W-8 Certification

Upload your completed W-8 form to certify your tax status.

If you are a non-U.S. taxpayer, please upload your completed W-8 BEN-E form to certify your tax status.

You may download a blank W-8 BEN-E [here](#).

[📁](#) Please upload W-8 BEN-E. *

Supports PDF or image files. File size limit is 5 megabytes.

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[Save and Continue](#)

Non-US entities must submit a W-8BEN-E. The form can be downloaded by clicking on the blue "[here](#)" next to "W-8 BEN-E." Fill-out the form and upload the signed form by clicking "Choose File" on this screen. To avoid delay, be sure the form is signed before uploading.

The W-8BEN-E form is required by the US Internal Revenue Service for businesses based outside of the US that are doing business for a US-based entity. For additional information about this form, consult the US Internal revenue Service website: <https://www.irs.gov/pub/irs-pdf/iw8bene.pdf>

6. Enter your Organization's Information and Addresses

Business Information

This information is necessary for identity verification and communication purposes.

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Provide your phone number and email address. (Note that website URL is not required)

Business Description (Business)

Briefly explain what your business offers. This helps your customers understand what you do and supports accurate classification.

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Provide a short description such as “services” or “goods provided”.

Government Entity Identifiers

If your business works with federal contracts, a UEI is required. A DUNS number may still be required by some organizations. Provide both if you have them.

[Back](#)[Save and Continue](#)

These fields can be left blank. Simply click “Save and Continue”.

Enter Your Primary Address

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

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Enter your organization's primary 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 *

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](#)

Again select “Same as primary address” for it to be automatically completed. Please provide your name, email and phone number.

7. Enter the Payment/Bank information for Wire payments

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 *

Q United Kingdom ▼

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[Next](#)

How would you like to receive payments?



Wire

Same-day bank transfer. Domestic and international. Bank fees may apply. Net 30

RECOMMENDED

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Next

If your bank is located outside the United States, you will be asked to select “Wire”.

Enter your bank details

Bank Validation for Wire to **United Kingdom**

Choose Your Banking Format:



SWIFT/BIC + ACCOUNT NUMBER

The BIC for Great Britain and Northern Ireland can be up to 11 digits. An example of the BIC is APNIGB21XXX.

The Account number for Great Britain and Northern Ireland can be up to 8 digits. An example of the Account number is 16838696.



IBAN

The IBAN for Great Britain and Northern Ireland can be up to 22 digits. An example of the IBAN is GB50LOYD30940816838696.

Account Holder Name *

SWIFT/BIC *

Account number *

Validate Bank Details

Note that you can provide either the SWIFT/BIC + Account Number or the IBAN.

Bank Details

We'll use this information to deposit funds into your foreign 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.

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You may upload a copy of a bank statement with all financial information crossed out. The Name of the Account holder and the last digits of the account number must be visible and match the information entered above.

Where should we send payment notifications?

Where should we send payment notifications?

Payment Notification Email Address *

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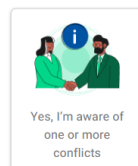
[Save and Continue](#)

We will send notification of the wire transfer to your email address.

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.

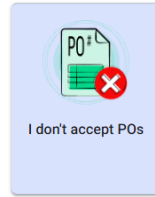
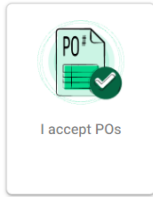


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[Save and Continue](#)

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.

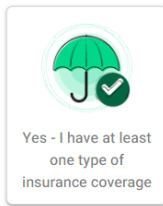


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Save and Continue

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.



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Save and Continue

9. Final Step

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
Foreign Entity

Will you be providing services within the United States?*

Select an Option

Save and Continue

Select "Foreign Entity" and then answer "Yes" or "No" if you will be entering the United States to provide services. Then, be sure to select "Save and Continue" to submit the form.

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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 it is submitted, you will be redirected to the Home screen where you will see "Registration in Review"