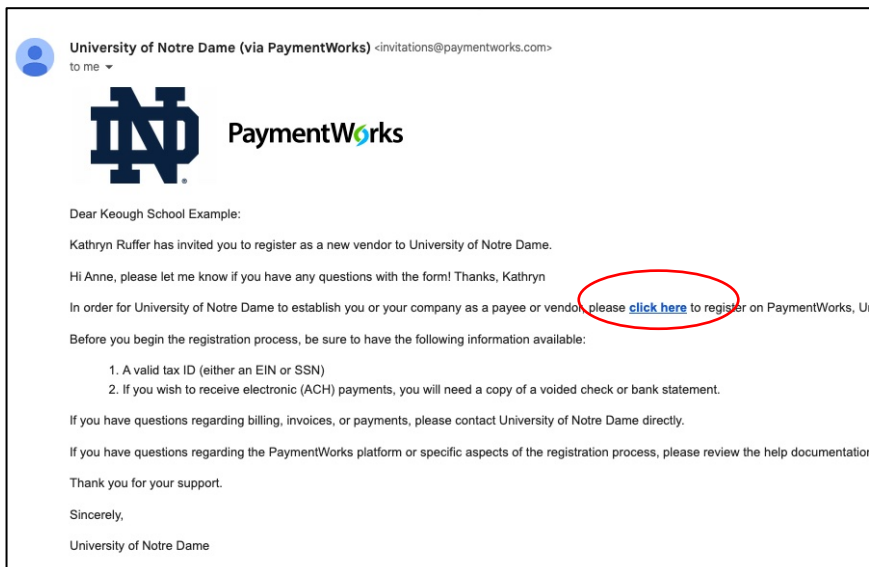
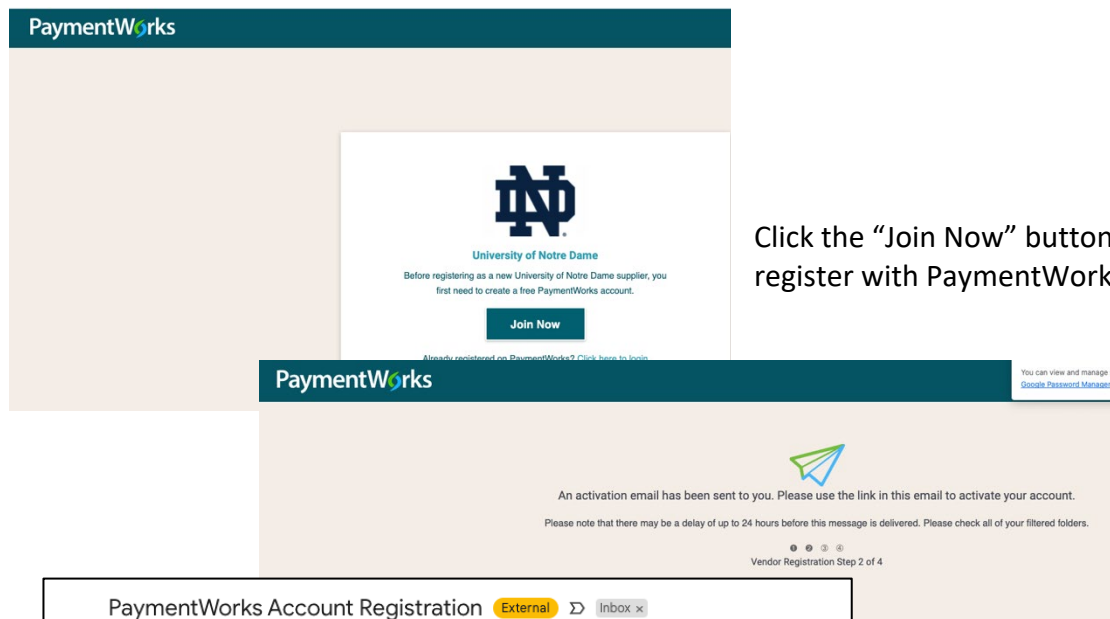


1. Email sent from PaymentWorks

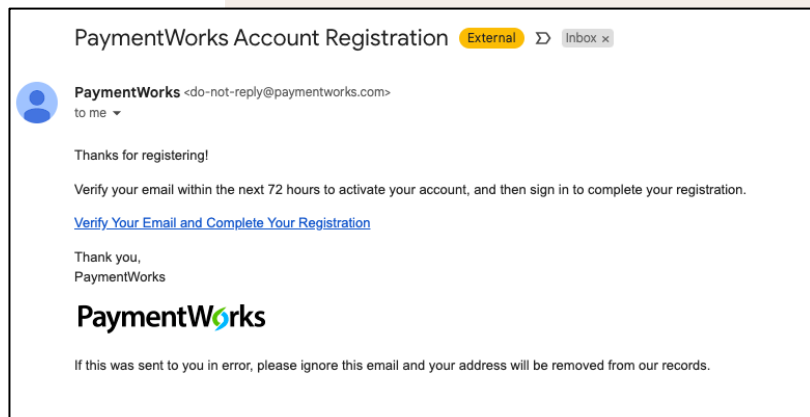


You will receive an email from invitations@paymentworks.com. If you do not see the email in your Inbox, be sure to check your SPAM folder.

2. Login or Create a PaymentWorks account



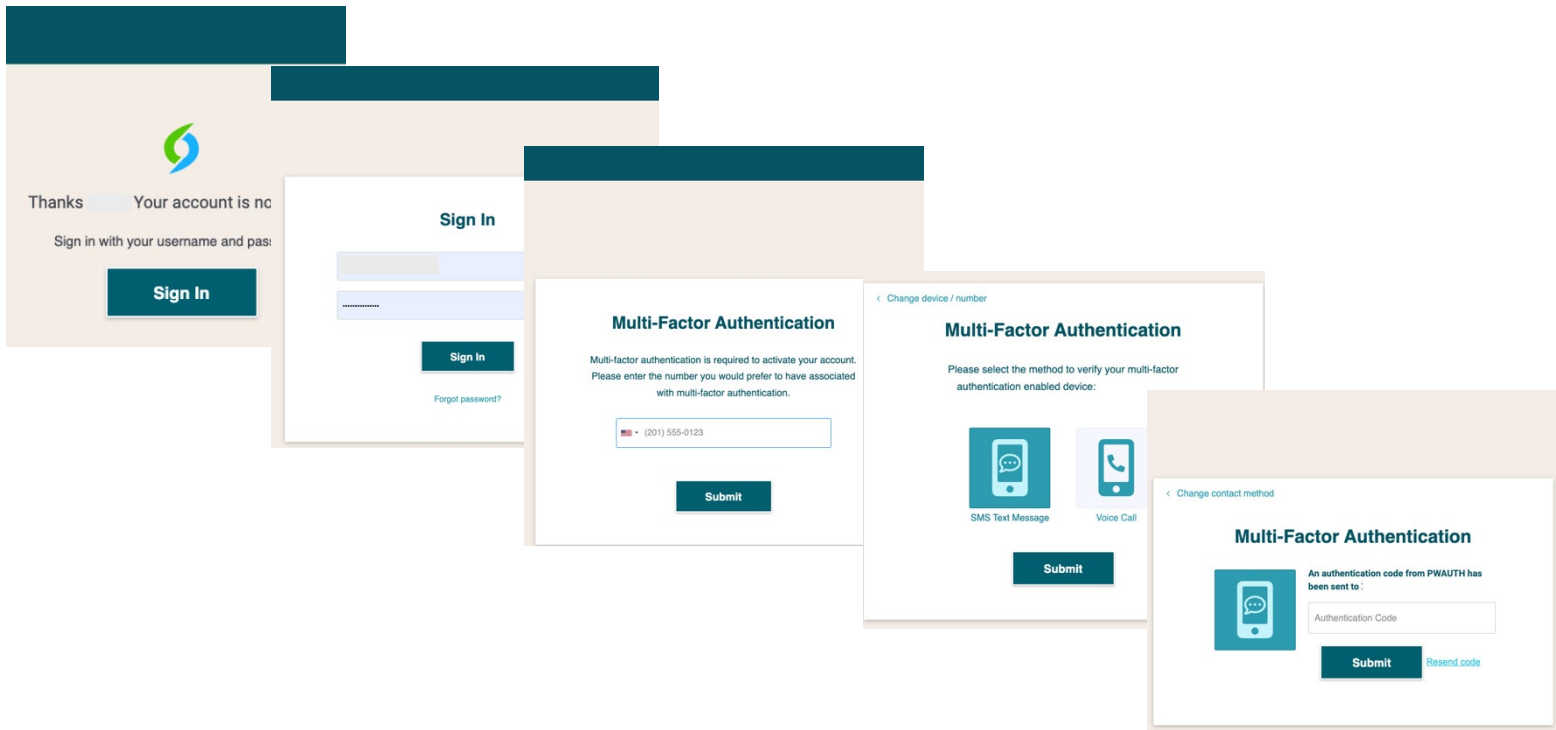
Click the “Join Now” button if this is the first time you register with PaymentWorks.



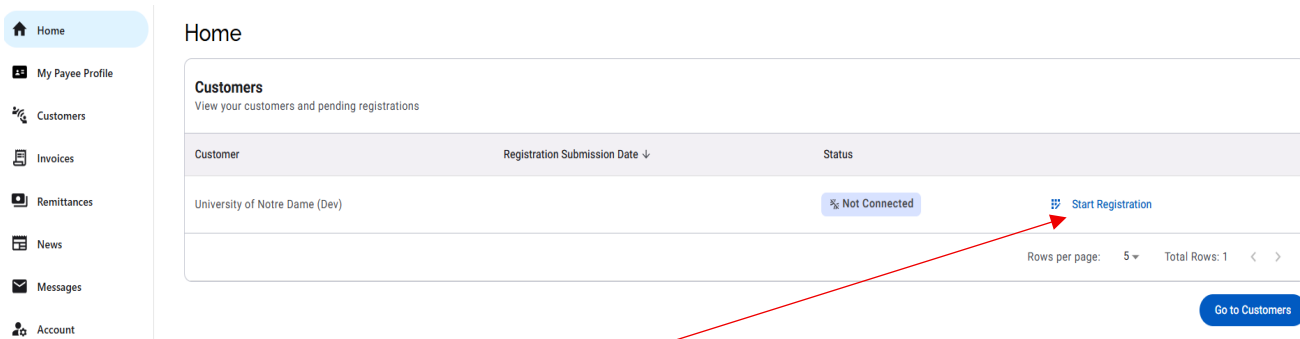
Within seconds, an email will be sent to you.

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

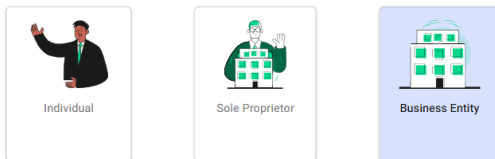


Click "Start Registration" to begin

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

If you are not an individual/sole proprietor, select "Business 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 States of Amer...

▼

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

- ☒ Business legal name
- ☒ Business DBA name, if applicable
- ☒ Business classification
- ☒ Employer Identification Number (EIN)

Back

Next

How is your business classified for tax purposes?

Your selection determines the appropriate tax forms and requirements for your business.



C Corporation



S Corporation



Limited Liability Corporation (LLC)



Partnership



Trust/Estate

Other (Non-Profit Organization)

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Next

Provide your business name and Employer Identification Number (EIN)

Enter your business legal name and EIN exactly as they appear on your tax documents. Do not enter a personal SSN.

Legal Name *

EIN *

Confirm EIN *

Back

Next

Confirm the legal name that appears on your tax documents.

This should match the name associated with your tax ID.

If you operate under a different name (a DBA), you can provide it below.

Legal Name *

Test Test

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

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Next

If your company has a "Doing Business As" name, please select the box and provide the name here.

Does your W-9 include any special entries?

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



No, We'll generate your W-9 automatically.



Yes, Upload your completed W-9.

Back

Next

W-9 Certification

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

Tax ID

123456789

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.

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Save and Continue

6. Enter your Business Information and Addresses

Business Information

This information is necessary for identity verification and communication purposes.

Business Phone Number *

Preferred Email *

Website URL

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Next

Business Description (Business)

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

Payment Reason *

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Next

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.

Unique Entry Identifier (UEI)

DUNS

[Back](#)

[Save and Continue](#)

Enter Your Primary Address

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

Country *

Q United States of America

Address Line 1 *

Address Line 2

City *

State / Province / Territory *

Alabama

Zip / Postal Code *

[Back](#)

[Next](#)

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 *

Remittance Address

Country *

Q United States of America

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

Enter Contact Details for Order Address

Contact Name *

Contact Email *

Contact Phone *

Enter Order Address

Address Nickname *

Country *

Q United States of America

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?

 **Card**
Fast, flexible, and secure digital card.
Registration and merchant fees may apply.
Immediate

RECOMMENDED

Standard Methods

 **ACH**
Direct deposit to your bank account.
Convenient, reliable and easy.
Net 30

 **Check**
Paper check by mail. Slow, less secure,
often delayed.
Net 30

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Next

NOTE: Do not select “Card” as the preferred payment method if your organization charges fees for this payment method. Instead, select ACH or Check. 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 *

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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 *

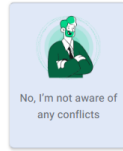
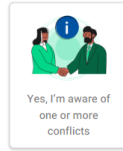
[Back](#)

[Save and Continue](#)

8. 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.

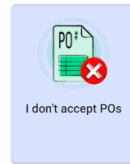
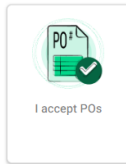


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Next

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.

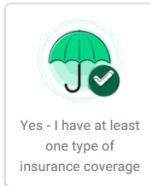


Back

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.



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Save and Continue

9. LAST STEP: Select "US Entity" 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 Entity

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”.