



# **Registration Process in PaymentWorks For Individuals**

## **Domestic Payees and Suppliers**



To begin the registration process, click on the link in the invitation email.

Cornell (Dev) - New Vendor Registration Inbox x



**Cornell (Dev) (via PaymentWorks)** <invitations@paymentworks.com>  
to mstapleton398+TEST900 ▾

12:13 PM (2 minutes ago) ☆ ↶ ⋮



**PaymentWorks**

Dear Mary TEST900:

Cornell University is inviting you to register as either a new payee or new supplier. This is a two-step registration process utilizing our secure registration portal - PaymentWorks. Please [click here](#) to create your free PaymentWorks account. You will receive a second email which will enable you to verify the PaymentWorks account (within 72 hours) and sign in to complete the New Vendor/Payee Registration Form. If you have any questions about this email please contact Mary Stapleton at [mstapleton398+DEV@gmail.com](mailto:mstapleton398+DEV@gmail.com).

TEST To receive your honorarium, please follow the instructions above to complete the payee registration process. Thank you for your participation. Cornell Reference edoc #

To complete the New Vendor/Payee Registration Form, you will need a valid taxpayer identification number (either the business' federal employer identification number or the individual's social security number). If you wish to be paid via direct deposit (ACH payment), you will need either a voided check or your bank routing number and account number on company letterhead.

If you have questions regarding billing, invoices, or payments, please contact Cornell (Dev) directly.


If you encounter any problems regarding the PaymentWorks platform or specific aspects of the registration process, please review the help documentation or contact Support [here](#).

Sincerely,

Cornell University (Sandbox Dev) Procurement and Payment Services



You will be asked to create an account with PaymentWorks by clicking “Join Now”. If you already have a PaymentWorks account, use the login link to be directed to the Cornell University registration form.



**Cornell (Dev)**

Before registering as a new Cornell (Dev) supplier, you first need to create a free PaymentWorks account.

[Join Now](#)

Already registered on PaymentWorks? [Click here to login](#)

Payees (Suppliers)

## Join PaymentWorks for Free

**Your Information**

Mary TEST900

Company Name / Doing Business As (optional)

Title

Telephone

mstaple

mstaple

**Create P**

.....

.....

I agree to the [Terms of Service](#)

[Join Now](#)

● ○ ○ ○

Vendor Registration Step 1 of 4

Note: Please use the email address the invitation was sent to when creating your account.



Once you create your PaymentWorks account, you will receive an email from [do-not-reply@paymentworks.com](mailto:do-not-reply@paymentworks.com) requesting that you verify your account and email address **within 72 hours** and complete the Cornell University registration form.

PaymentWorks Account Registration Inbox x

**PaymentWorks** <do-not-reply@paymentworks.com>  
to mstapleton398+TEST900 ▾

Thanks for registering!

Verify your email within the next 72 hours to activate your account, and then

[Verify Your Email and Complete Your Registration](#)

Thank you,  
PaymentWorks

**PaymentWorks**



Registration Almost Complete!

Click the Sign In button below to access and complete your New Vendor Registration Form.

**Sign In**



Vendor Registration Step 3 of 4



After signing in to PaymentWorks, you will be directed to the Cornell University registration form. The required fields are identified with a red asterisk (\*).

The form has four sections:

1. Tax information and legal name
2. Personal contact information
3. Primary address
4. Additional information, including payment method preference.



**Tax Information**

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

For tax purposes, which best describes you?\*

Individual, Sole Proprietorship, or Single-member LLC

Corporation or other complex business entity

Country of Citizenship\*  
(Country of Incorporation if using EIN)

United States

Are you using an SSN or EIN?\*

SSN

EIN

Legal First Name\*

Legal Last Name\*  
TEST

SSN\*  
9 digits, no dashes or spaces

Confirm SSN\*

To ensure all appropriate fields are present, the first three questions on the form must be answered in order. The options in the following questions will change depending on your responses.

Fill in your First Name (given name) and Last Name (family name or surname). If you have multiple given names, list them in the First Name field. This information should correspond to the name on your tax returns.



This information is related to the US IRS form W-9 and backup withholding.

You may select “Yes” to have PaymentWorks generate a substitute W-9 form or you may select “No” to attach a signed Form W-9.

**Tax Information**

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

All other fields are optional.

**Generate Electronic W-9\***

When you use PaymentWorks, we will create an IRS form W-9 for you automatically, unless you opt out. Electronic W-9's are convenient for you and provide enhanced security for your information. You may wish to opt-out of electronic W-9 generation if you have any exemptions (Section 4) or specific signature requirements (see instructions on page 4 and 5 of the W-9).

Yes

No

**Form W-9 Certifications**

You have chosen to submit your Form W-9 electronically. Please confirm the following certifications:

**Tax ID Type**

The Tax ID number shown on this form is my correct taxpayer identification number

**Backup Withholding**

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.

**Citizenship**

I am a U.S. citizen or other U.S. person

**Certification Instructions**

You must uncheck item 2 ("Backup Withholding") 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 for Part II on page 3 of the [IRS form W-9](#)



## Personal Information

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

All other fields are optional.

Please enter your full name, phone number, and email address.

Alternatively, you may enter your “doing business as” name if you wish to have the payment issued to your business.

**Note: Honoraria and guest lecturer payments are issued to individuals only.**

Your Full Name or DBA (doing business as) Business Name \*

Enter your full name, or your business name as you would like it to appear on a check or other form of payment made out to you.

Telephone Number \*

 ext. 

Preferred Email \*

Website

Description of Goods or Services





Enter your primary address as it appears on on your tax forms.

Enter your remittance or payment address. If the same as your primary address, click the check box.

Purchase order suppliers only will be asked to provide both a mailing and email address for purchase orders.

### Primary Address

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

All other fields are optional.

Country\*

United States

Street 1\*

Street 2

City\*

State\*

Select a State

Zip / Postal Code\*

### Remittance Address

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

All other fields are optional.

Same as Primary Address

Country\*

United States

Street 1\*

Street 2

City\*

State\*

Select a State

Zip / Postal Code\*

### PO Vendor

Is PO Address Country the United States, Canada, Australia, or Other?\*

US

State

State\*

Choose One

PO Address 1\*

PO Address 2

PO Address City\*

PO Address Postal Code\*

PO Attention

Method of PO Transmission\*

Choose One



If you are a US citizen or resident alien, please select US individual. Otherwise, please select foreign individual.

Please select how you want to be paid: check, domestic ACH, or international wire transfer. If you select domestic ACH, you will be prompted to enter your bank account details and upload bank documentation.

**Additional Information**

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

**Supplier Category\***

US Individual

**Vendor information contact name\***

Name of the person completing this registration

**Vendor information email address\***

Email of the person completing this registration

**Vendor information phone number\***

Phone number of the person completing this registration

+ ext.

**Conflict of Interest\***

Does any individual employed by Cornell University have a significant interest in your business?

Choose One

**Payment Method\***

For direct deposit, please select ACH if your bank is in the United States, and Wire if your bank is located outside of the United States.

Choose One

Do you offer discounted payment terms?

No

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Save And Exit Submit



### Banking Information

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

All other fields are optional.

Bank Name\*

Name on Account\*

Account Number\*

Confirm Account Number\*

Account Type\*

Select Account Type

Routing Number\*

SWIFT Code

### Bank Address

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

All other fields are optional.

Country\*

United States

Street 1\*

Street 2

City\*

State\*

Select a State

Zip / Postal Code\*

### Bank Validation File\*

An image or PDF file can be used here containing one of the following:

- Letter on company letterhead
- Voided check
- Voided deposit slip
- Letter from your bank
- Copy of a bank account statement

Choose File

No file chosen

Email Address for Payment Notifications\*

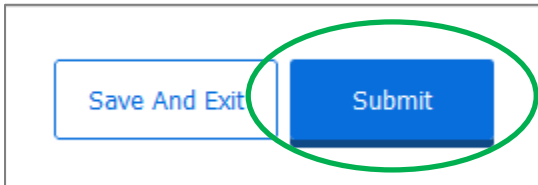
### Bank Authorization\*

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

I Agree



Click on the Submit button. If you receive an error for missing information, please scroll through the form to ensure all required fields are completed. The error will be identified with red text.



**Submission Successful!**

Your new vendor registration has been submitted successfully to Cornell (Dev).

As part of your registration process you **may** receive a phone call from PaymentWorks to review information you have submitted.

You will receive an email notification when your application has been approved.

Please note - this is not an authorization to perform services.

[Give Us Your Feedback](#) [Go To Your Dashboard](#)

Exit Tour

## PaymentWorks Quick Tour

Start the full tour or use the links to navigate to a specific topic.

[Start the Tour >](#)

[Or Choose a Topic](#)

- [Update Company Profile](#)
- [Invoice Status/send Inquiry](#)
- [Messaging](#)
- [Remittance](#)
- [Account Management](#)
- [Connecting to Customers](#)



Select Help from the tool bar.

PaymentWorks 328 Mary Stapleton, Cornell University **Help** Account Logout

**PaymentWorks Support Center**

Select Contact Support to create a service ticket.

PaymentWorks

## What can we help you with?

Search the help center...

**Contact Support**

Tell Us How We Can Help

\* Your Full Name (First and Last)

\* Your Email (Please Enter a Single Email and Remove Any Extra Spaces)  
you@example.com

\* Confirm Your Email

\* Problem Type (Please Indicate the General Topic of Your Question)  
--None--

\* Subject

\* Description (Please Indicate With As Much Detail As You Can Your Question, Errors, Steps Taken, etc.)

**Trending Articles**

- [How to Contact PaymentWorks Support](#)
- [October/November 2022 Release Notes](#)
- [Onboarding Tracker](#)
- [Sending Invitations](#)
- [Initiator Video](#)
- [Setup and Administration Overview](#)
- [Resending New Vendor Invitations](#)