## I am already registered in PaymentWorks under another school/organization. How do I connect my account?

1) You will need to receive an invitation link from the department you are working with.

2) Upon clicking that link, the below screen will appear. If you already have a PaymentWorks account, click on the "Click here to login" text located underneath the "Join Now" button:



3) Once in your PaymentWorks account, your New Vendor Registration form for Dartmouth will be located in the "Connect" tab under the "Customer Registrations" section:

PaymentWorks	Create a Company Profile	J — John Smith, Help Account Logout Waltham Pizza
A Home Connect 1 Invoices 🛆 News Updat	s ∞ Messages 🖹 Remittances	
Manage Your connections °		
Active Connections	Customer Registrations	· Companies You May Want To Connect With
No Active Connections	Acme Global Investments, Inc. In Progress	No Current Suggestions.
Connect with your customers %		
Search for your customer:		Create a Company Profile
Enter at least 3 characters		PaymentW <b></b> orks
		Send messages to customers
		Get paid electronically
		Receive remittance advice

If you do not see your Dartmouth's New Vendor Registration form on this page, then your PaymentWorks account does not yet have a reference to our invitation. Please go back and check the invitation email and follow the instructions to register using your existing PaymentWorks account.

If your PaymentWorks account was created using your New Vendor Invitation and you are still unable to locate your New Vendor Registration form, please contact PaymentWorks Support for assistance.

## Additional note:



In rare cases vendors may see the below screen when clicking on the invitation link:

If you see this page, the registration form is already claimed by the existing payee account and you just need to log into your account to continue.

Please contact <u>Support@PaymentWorks.com</u> with any connection questions.