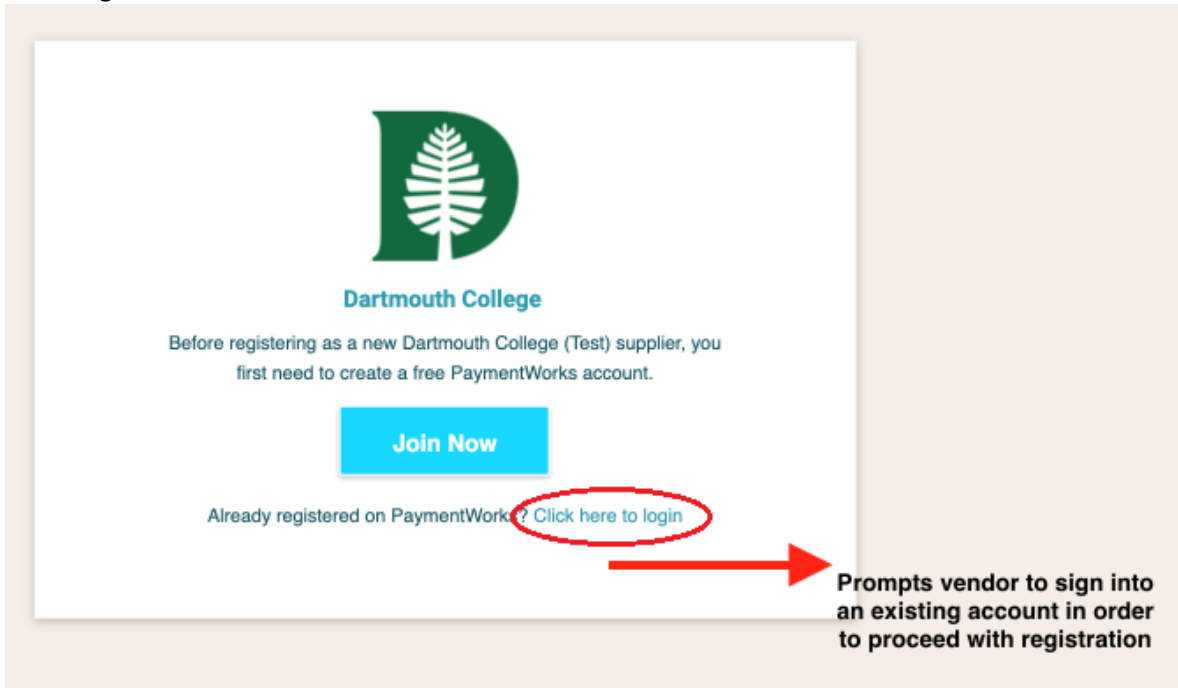
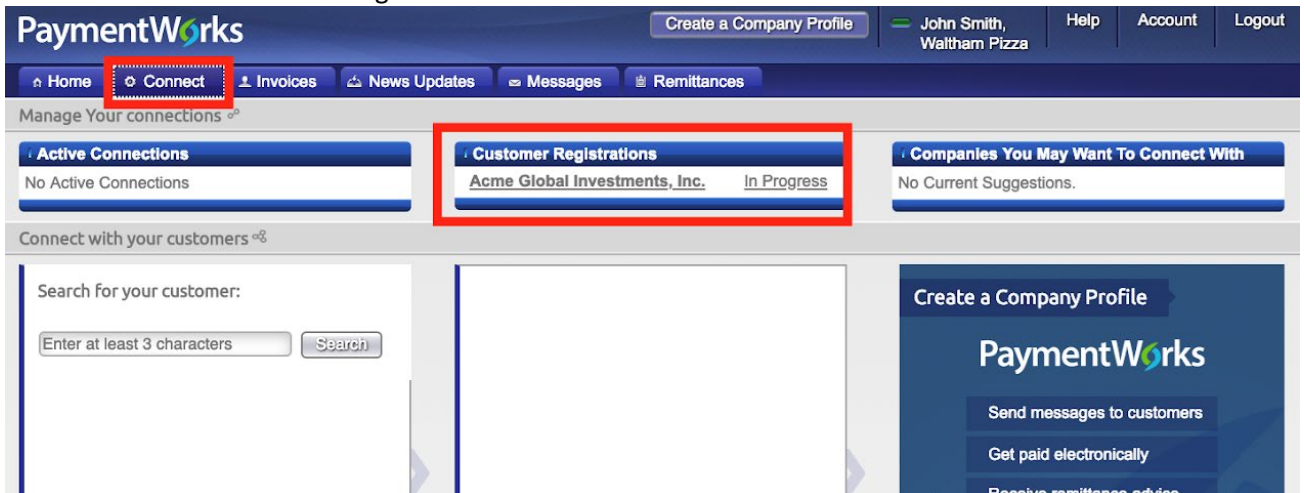


I am already registered in PaymentWorks under another school/organization. How do I connect my account?

- 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:



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 Support@PaymentWorks.com with any connection questions.