Registration Process in PaymentWorks
For Individuals

Domestic Payees and Suppliers
To begin the registration process, click on the link in the invitation email.

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.

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.

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 requesting that you verify your account and email address within 72 hours and complete the Cornell University registration form.

Verify Your Email and Complete Your Registration

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*

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.
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.
Enter your primary address as it appears 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.

<table>
<thead>
<tr>
<th>Primary Address</th>
<th>Remittance Address</th>
<th>Purchase Order Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street 1</td>
<td>Street 1</td>
<td>Street 1</td>
</tr>
<tr>
<td>Street 2</td>
<td>Street 2</td>
<td>Street 2</td>
</tr>
<tr>
<td>City</td>
<td>City</td>
<td>City</td>
</tr>
<tr>
<td>State</td>
<td>State</td>
<td>State</td>
</tr>
<tr>
<td>Zip / Postal Code</td>
<td>Zip / Postal Code</td>
<td>Zip / Postal Code</td>
</tr>
</tbody>
</table>

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

State
- Select a State

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.
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.

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 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**
Select Help from the tool bar.

Select Contact Support to create a service ticket.