

## VENDOR REGISTRATION

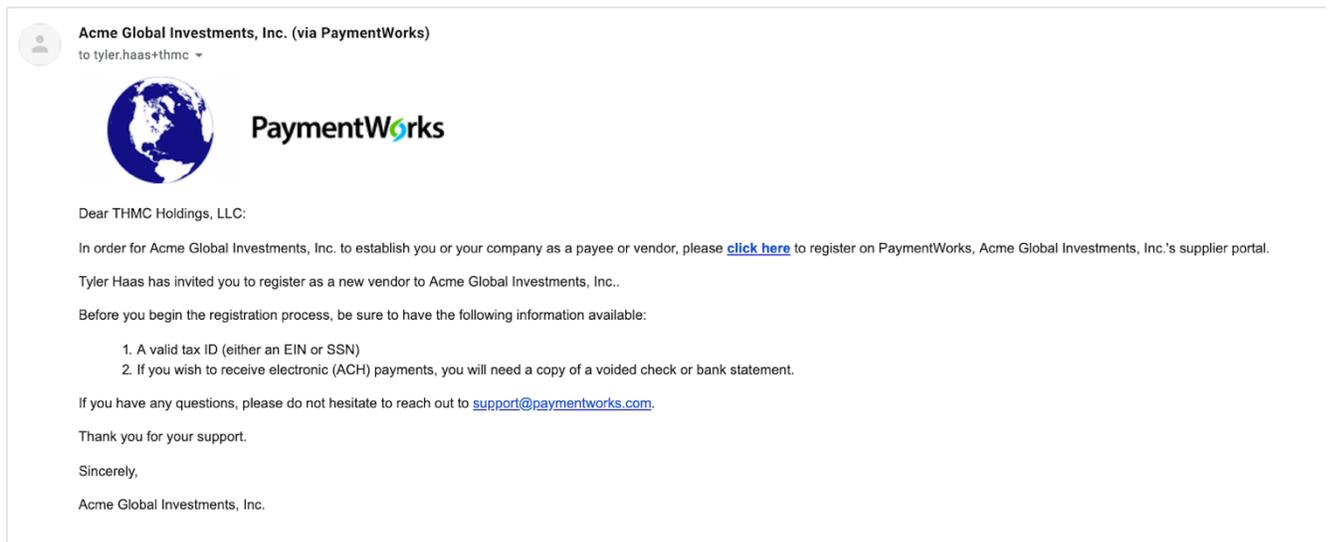
Virginia Humanities uses the University of Virginia's accounting office for all financial transactions. Every Virginia Humanities grantee organization must be registered as a UVa vendor to receive payment.

Registering as a vendor does not mean that your organization will be selling goods or services to the University, but rather allows the UVa data system to identify your organization for payment purposes.

If you have registered as a vendor with UVa and/or have received grant payments within the past year, your registration is currently active. However, if your organization has never previously registered as a UVa vendor, Grants staff will email an invitation to your Fiscal Officer through the UVa vendor registration system, requesting completion of the registration process. You will be notified when registration is complete, and payments can be made. The following are steps for completing the registration process.

### Step 1: You will receive an invitation to register as a “Vendor/Supplier”

First, you will receive a PaymentWorks invitation, like the screenshot below. This message contains a special link for you to click to begin the process.



### Step 2: Joining PaymentWorks

When you click the link, you will be directed to a screen that invites you to join PaymentWorks (screenshot below). If you are new to PaymentWorks, you will click the **Join Now** button to create your PaymentWorks account.



## **Acme Global Investments, Inc.**

Before registering as a new Acme Global Investments, Inc. supplier,  
you first need to create a free PaymentWorks account.

**JOIN NOW**

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

**Account creation page:**

Payees (Suppliers)

## Join PaymentWorks for Free

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### Personal Information

First Name	Last Name
Company Name / Doing Business As (optional)	
Title	
Email	
Confirm Email	
🇺🇸 Telephone	

### Create Password

Password
Confirm Password

I agree to the [terms of service](#)

**JOIN NOW**

After creating a PaymentWorks account, you will receive an email asking you to confirm the validity of the email you provided. Once you click the **Verify Your Email** link, as shown in the screenshot below, you will be able to log into your PaymentWorks

account. An account is not activated until the email is verified. In addition, once the email and account are verified, no one else will be able to respond to that invitation.



**PaymentWorks Support**

to tyler.haas+thmc ▾

Thanks for registering!

Verify your email within the next 72 hours to activate your account, and then sign in to complete your registration.

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

Thank you,  
PaymentWorks

**PaymentWorks**

If this was sent to you in error, please ignore this email and your address will be removed from our records.

### **Step 3: The New Vendor Registration Form**

After you have joined PaymentWorks and verified your email address, you will be brought to your organization's **New Vendor Registration form**.

Here, you will provide your organization's address, tax information (such as EIN), as well as a W-9 form.

You will also be able to submit bank account information to enable electronic payments (recommended).



## Acme Global Investments, Inc.

### New Vendor Registration

Welcome, Brittany Jones!

In order to onboard as a new vendor, you will have to fill out and submit the following form to **Acme Global Investments, Inc.**

You will be notified by email when your application is processed.

#### 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

#### Primary Address

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

All other fields are optional.

Country \*

United States

Street 1 \*

Street 2

**If you have any questions about the registration process, please open a support ticket with PaymentWorks by filling out the following webform: [Support Ticket Request](#)**