PaymentWorks
State of Idaho

VENDOR REGISTRATION AND UPDATE PROCESS

Helpful Hints & Things to know

- PaymentWorks invites cannot be forwarded.
- We recommend you use a generic email to setup your account.
- PaymentWorks is an online vendor registration system. We do not participate in the invoicing section of the program.
- You must click the SUBMIT button at the bottom of the online form.
- Once submitted, someone from PaymentWorks may call to verify the LAST FOUR digits of your bank account number. If left a message, please call them back as this is the last step of the process.

New Vendor Registration Process

- Vendor will receive system generated email from PaymentWorks.
- Vendor will click on the **Click Here** link to register.

State of Idaho - New Vendor Registration Inbox ×

State of Idaho (via PaymentWorks) <invitations@paymentworks.com>
to

SCO STATE OF IDAHO CONTROLLER'S OFFICE PaymentWorks

Dear Tasty Treats:

Initiator has invited you to register as a new vendor to State of Idaho .

In order for State of Idaho to establish you or your company as a payee or vendor, please click here to register on PaymentWorks, State of Idaho 's supplier portal.

Before you begin the registration process, be sure to have the following information available:

1. A valid tax ID (either an EIN or SSN)
2. If you wish to receive electronic (ACH) payments, you will need a copy of a voided check or bank statement.

If you have questions regarding billing, invoices, or payments, please contact State of Idaho directly.

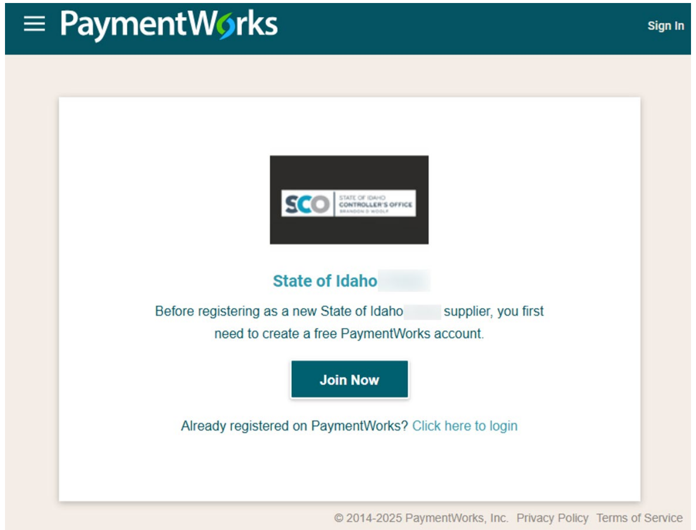
If you have questions regarding the PaymentWorks platform or specific aspects of the registration process, please review the help documentation or contact Support here.

Thank you for your support.

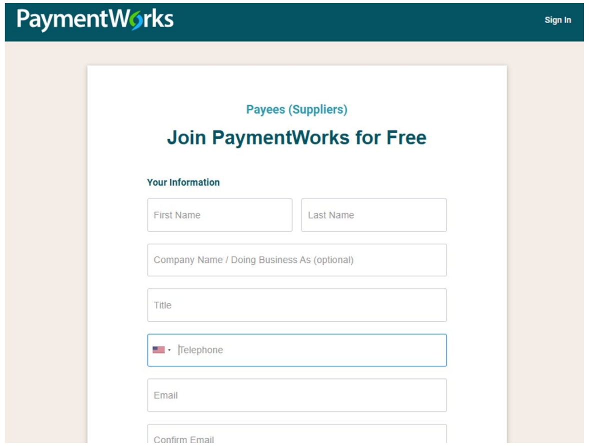
Sincerely,

State of Idaho

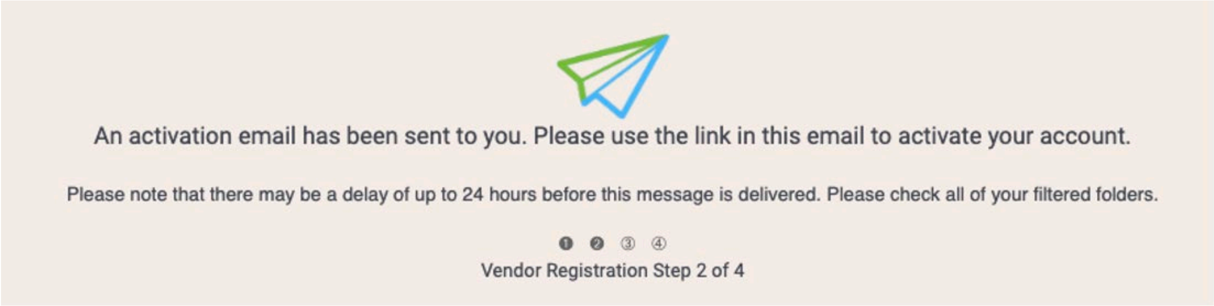
- Click here link takes the vendor to the PaymentWorks log in page.
- Vendor clicks the **Join Now** button.



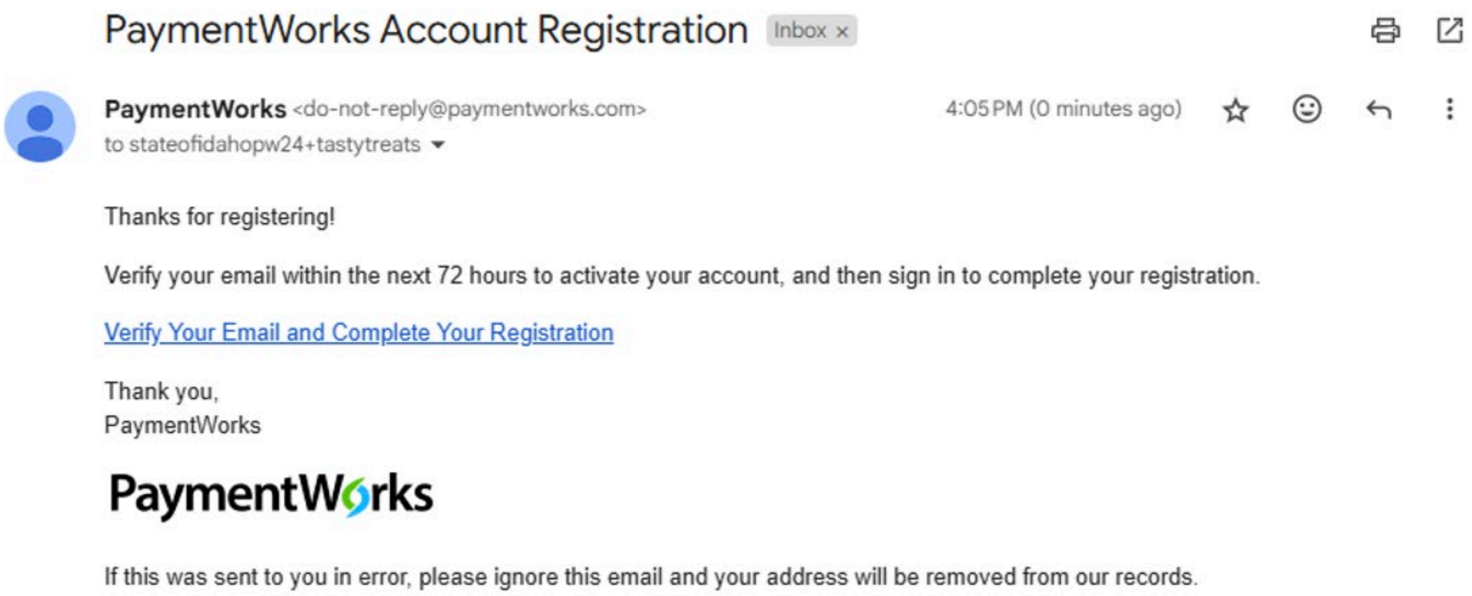
- Vendor completes account set up information, checks terms of service, and clicks **Join Now**.



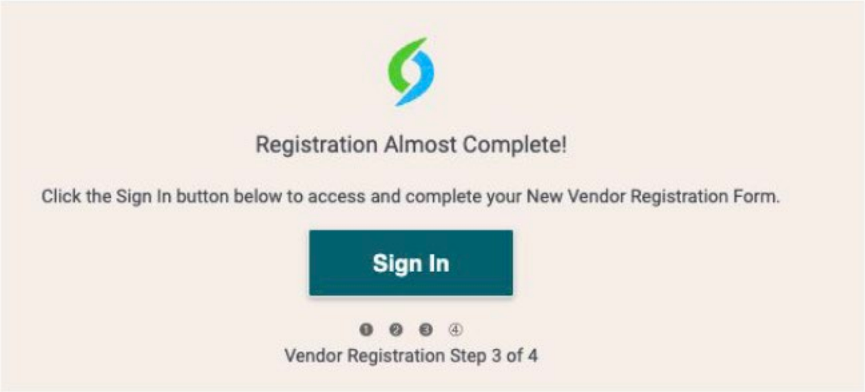
- Once you’ve created your account an activation email will be sent to activate your account and verify your email address.



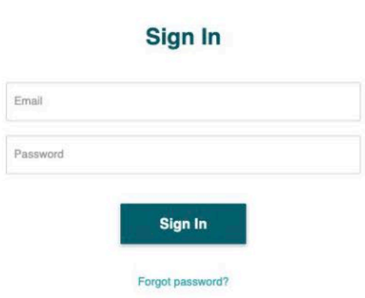
- Click on the **Verify Your Email and Complete Your Registration** link in the activation email.

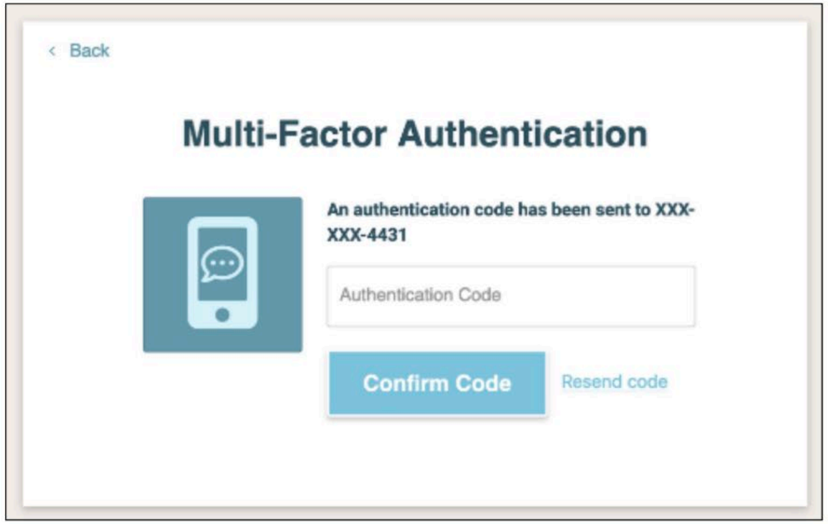


- Click the **Sign In** button to complete the New Vendor Registration Form.

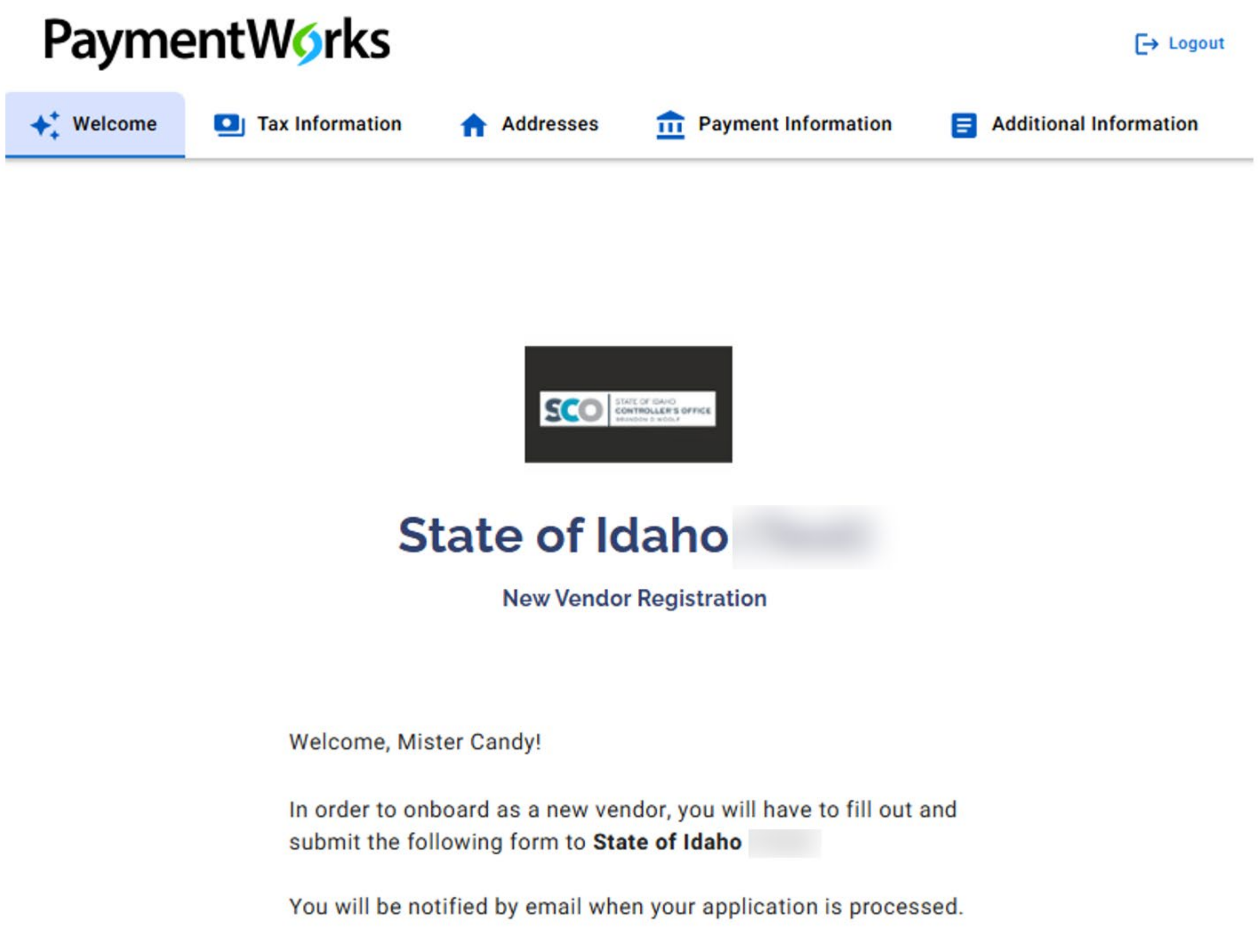


- Sign in using the log in credentials created previously and complete Multi-Factor Authentication.

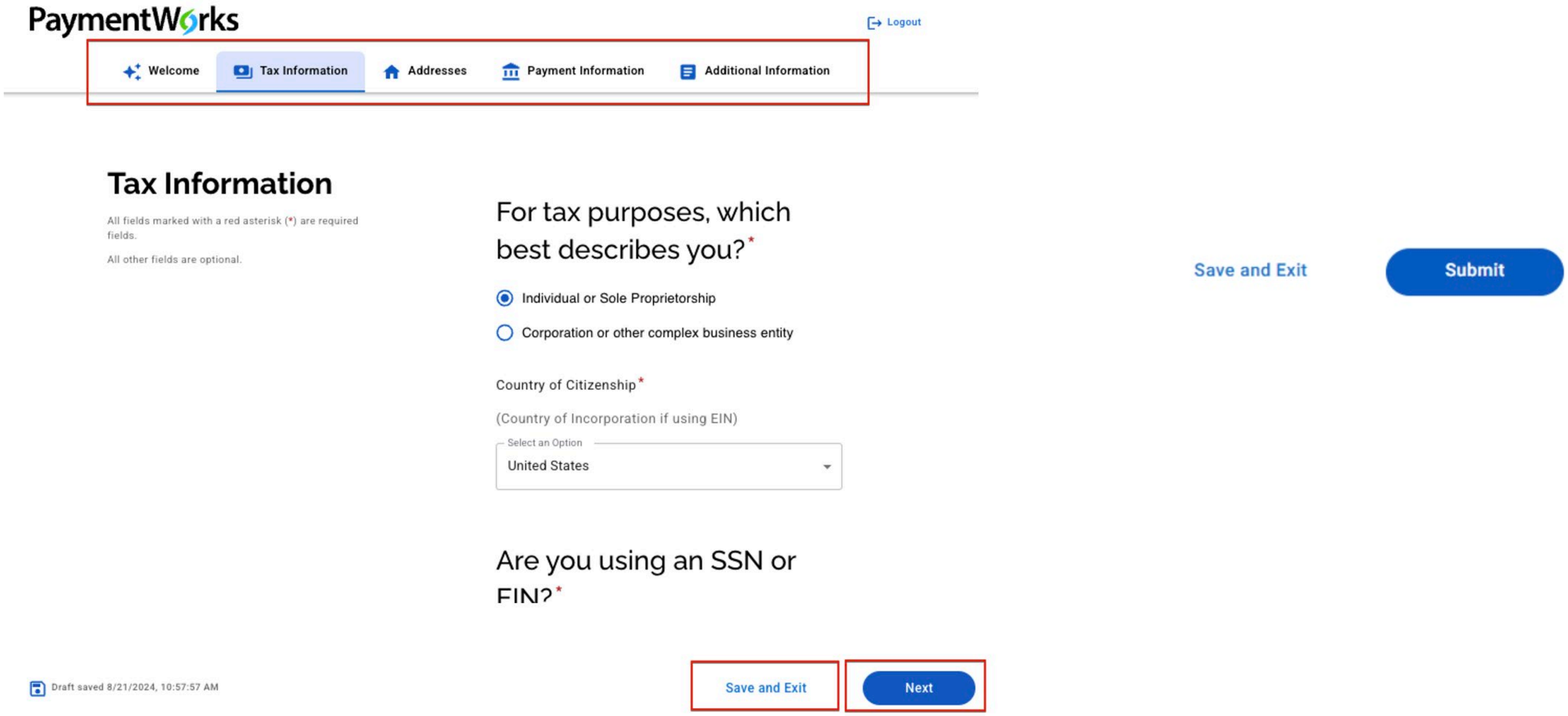


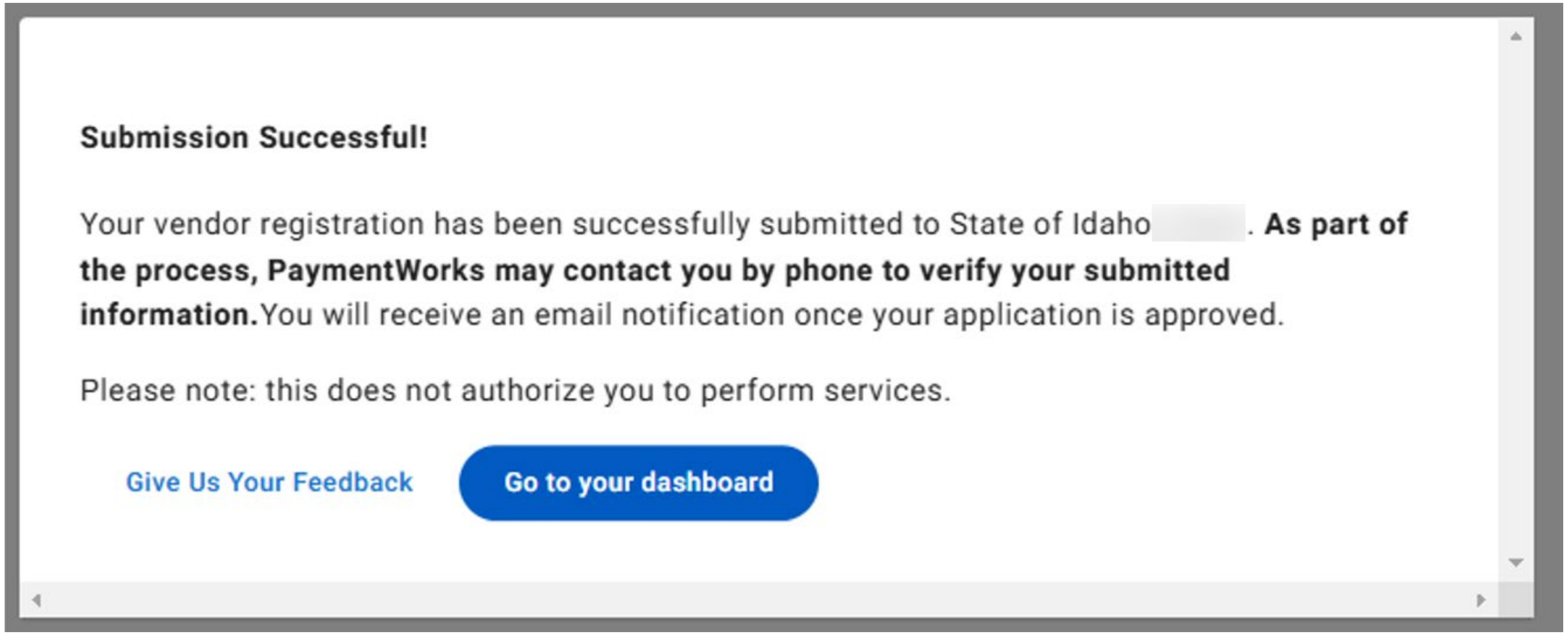


- Upon signing in, vendors are directed to the State of Idaho registration form. Click the **Next** button to complete the form.



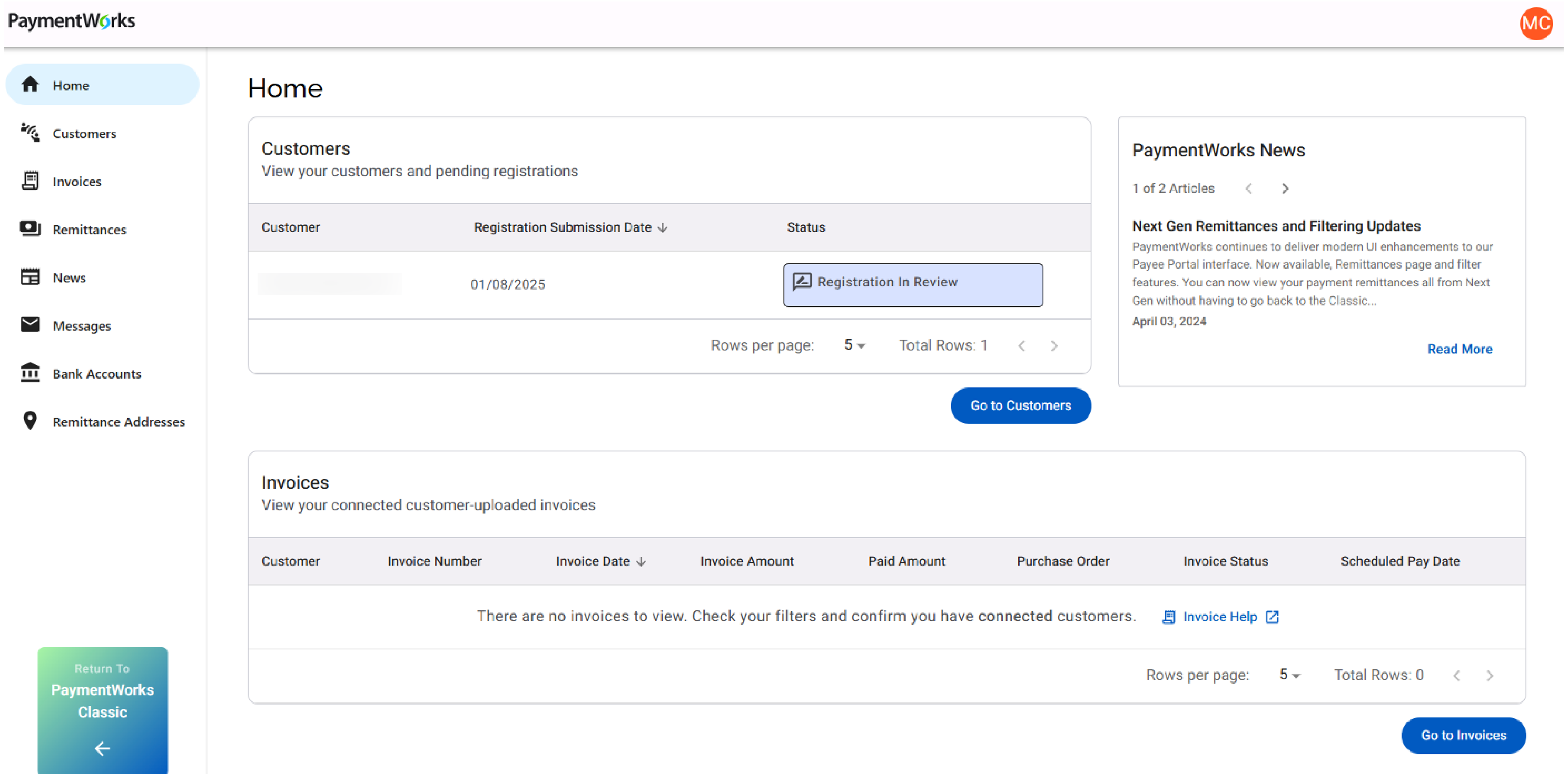
- Vendor fills out the registration form. Vendor selects the **Next** button to move to the next page or the **Save and Exit** button to save for later. After the form is completed, the vendor clicks the **Submit** button at the bottom of the final page to send the registration to the State of Idaho.





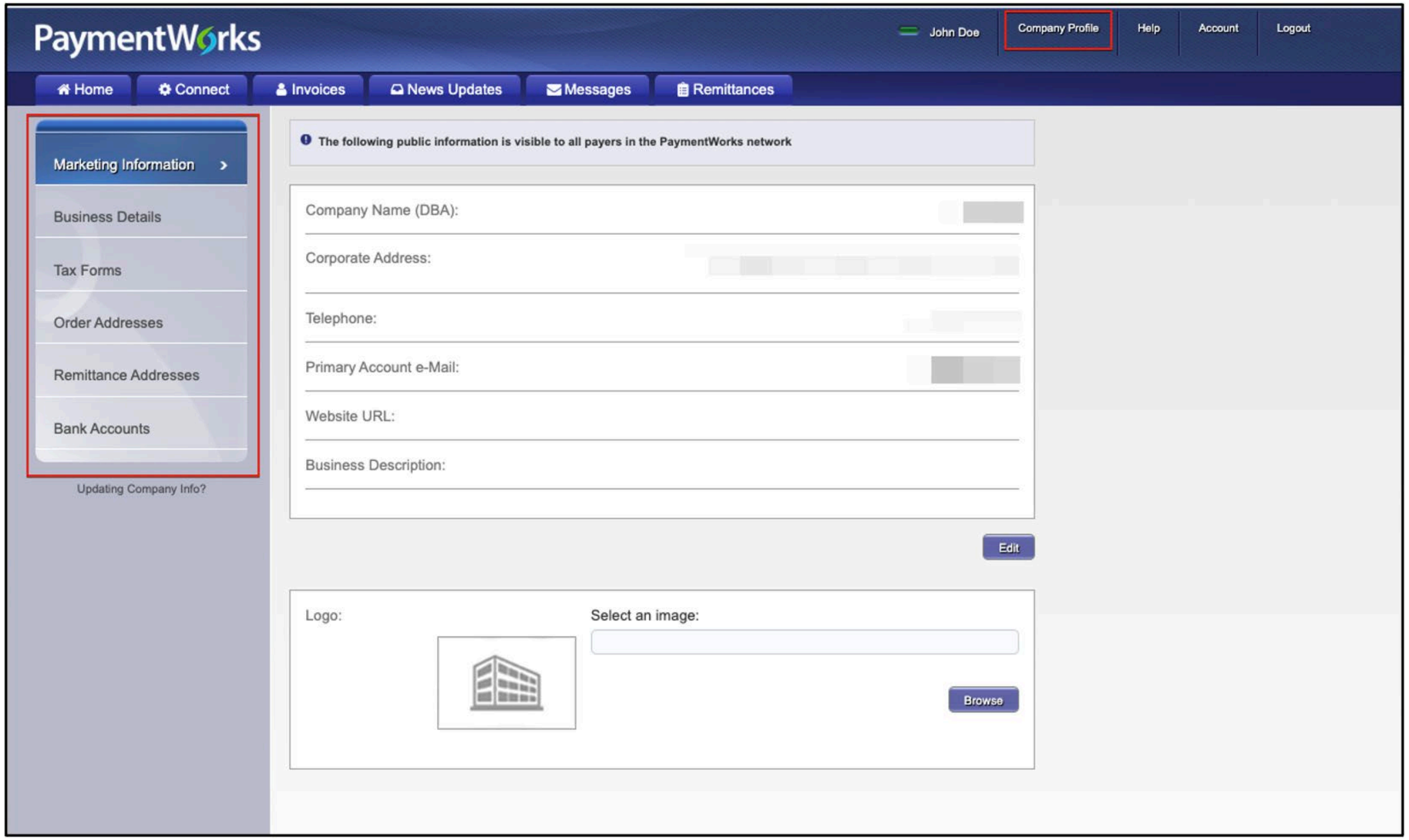
- Once the registration form is submitted you will receive the message above. The registration will be placed in queue to be reviewed by the State of Idaho. If the information is acceptable, vendor is approved.
- If any corrections are needed, the registration will be retuned to the vendor. Vendor should monitor email for updates regarding approval.
- The Vendor can click the **Go To Your Dashboard** button to track the registration.

- Once on the vendor home page the vendor registration status can be tracked.



Updating Company Profile

- To update your Company Profile, login to your PaymentWorks account and click the **Profile** icon with your initials in the top right and select **Company Profile**.



- Click the appropriate tab from the left side to update:

    a. Marketing Information – Basic information such as Company Name (DBA) and contact information.

    b. Business Details – Tax information such as Tax Country, Tax Identification Number, and Classification

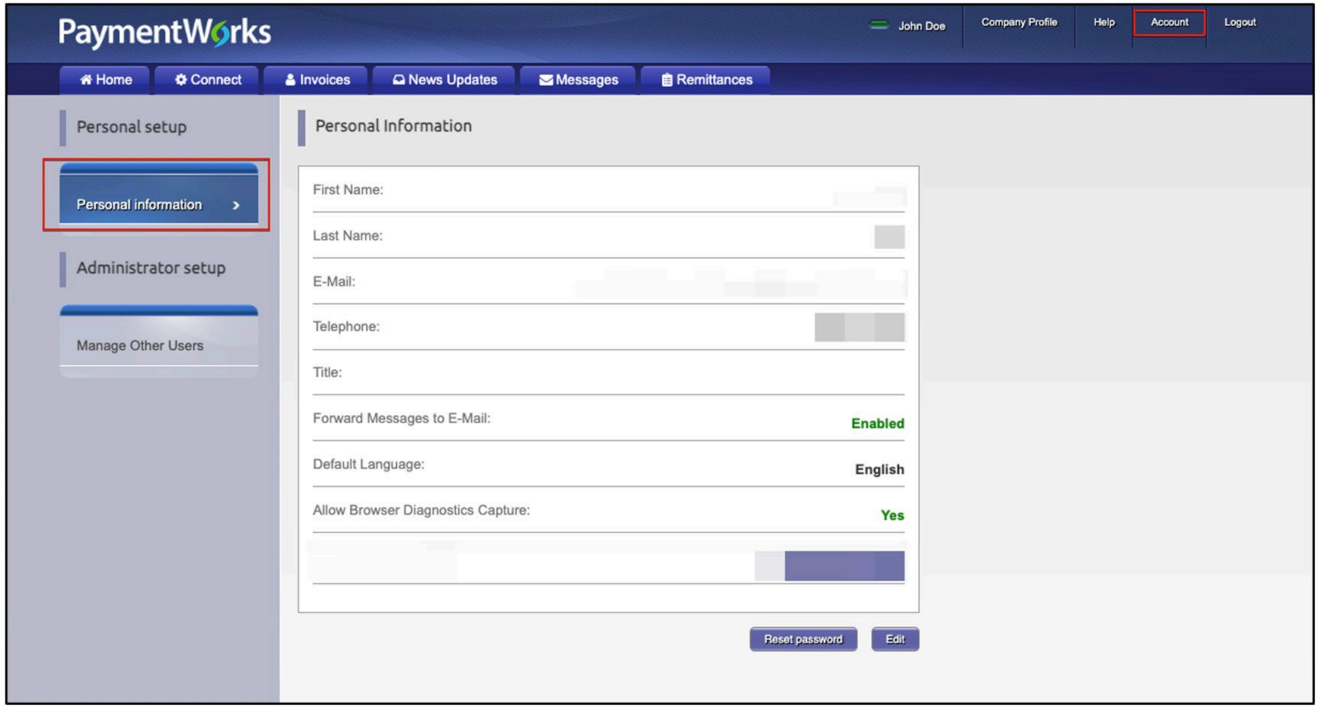
    c. Tax Forms – Upload or update any required tax documents

    d. Order and Remittance Addresses – Manage the Order and/or Remittance Addresses where State of Idaho can submit payments. The Bank Accounts tab does not appear if no Remittance Address is indicated.

    e. Banking Accounts – Add or update your banking information.

Updating Your Account Information

Your account information contains your **Personal Information**, including your Email address and Telephone number, which may differ from that in the Company Profile. It is also where you would reset your password, if needed. To update your Personal Information, login to your PaymentWorks account and click the **Profile** icon with your initials in the top right and select **Manage Account.**



Resources

- If you have questions regarding the PaymentWorks platform or the PaymentWorks registration process, you can search for articles on the PaymentWorks Support Center or contact PaymentWorks Support.

- For any questions regarding the State of Idaho's vendor management process, please contact servicedesk@sco.Idaho.gov.