Access a Previously Established Account

As part of Kent State University's commitment to fraud prevention, PaymentWorks is set up as a secure portal with access only granted to invited registrants. After a registrant establishes a connection with Kent State via an approved registration, only the account owner can make updates to the established account. Kent State University does not store passwords or user lists for any PaymentWorks account.

To access a PaymentWorks account previously connected to Kent State University the below URL may be used to launch the login page. The email address used to login must be the owner of the account or a user the owner previously established.

PaymentWorks Login: https://www.paymentworks.com/df/accounts/login/

If the account owner is no longer with the company, or is otherwise unavailable, the following actions may be taken to gain access to the previously established account:

- Reach out to your IT department internally to determine if you can get access to their email inbox.
  - o Once you've gained access to that email account, you can reset your password at this link: https://www.paymentworks.com/accounts/passreset/
- If you do not have access to the account for the previous employee, contact PaymentWorks Support at this link: https://community.paymentworks.com/payees/s/contactsupport
  - o You will be required to complete and have notarized an affidavit to gain access to the previously established account