For Vendors/Payees Only: Adding Users To My PaymentWorks Account

Adding Users to My PaymentWorks Account

Note: this article is for vendors/payees only

- 1. Log into your account at <u>PaymentWorks.com</u>
- 2. Next, click on the 'account' link in the top-right corner of the screen.

	Company Profile Help Account Logout
You have no unread messages Invoice/Paid Amount # of Invoices Iast 30 days	PaymentWørks

3. Click on the 'Manage Other Users' link under 'Administrator Setup'

PaymentW**o**rks

A Home	Connect	💄 Inv	oices	□ News Updates	Mess		
Personal s	etup		Persona	al Information			
Personal info	ormation >	F	irst Nam	e:			
		L	ast Nam	e:			
Administra	ator setup		-Mail:				
	Т	elephone	9:				
Manage Other Users		т	Title:				
		F	orward N	lessages to e-Mail:			
			S- £ 14 1				

4. Click on the 'Add user' button on the right-hand side of the screen.

LAST, FIRST NAME	EMAIL	TITLE				
		and the second se	FORWARD MESSAGES	LAST LOGIN	EDIT	DELET
	There are curr	rently no additional use	rs			
	There are curr	rently no additional use	rs			
new user is added, they will rece	There are curr ve an email with a one-time pa	rently no additional user assword they can use to	rs o login to PaymentWorks.			
a new user is added, they will rece	There are curr ve an email with a one-time pa	rently no additional user	rs o login to PaymentWorks.			

5. A box will appear, fill out the information for the new user and click 'save'

First Name:)	
Last Name:)	
Email:)	
Confirm Email:			
Telephone:	(201) 555-5555 ext 123)	
Title:)	
Forward Messages to Email:			
Default-language:	English		
		-	
		Cancel	Save

Note: Once completed an email will be sent to the new user with instructions on how to log into PaymentWorks.