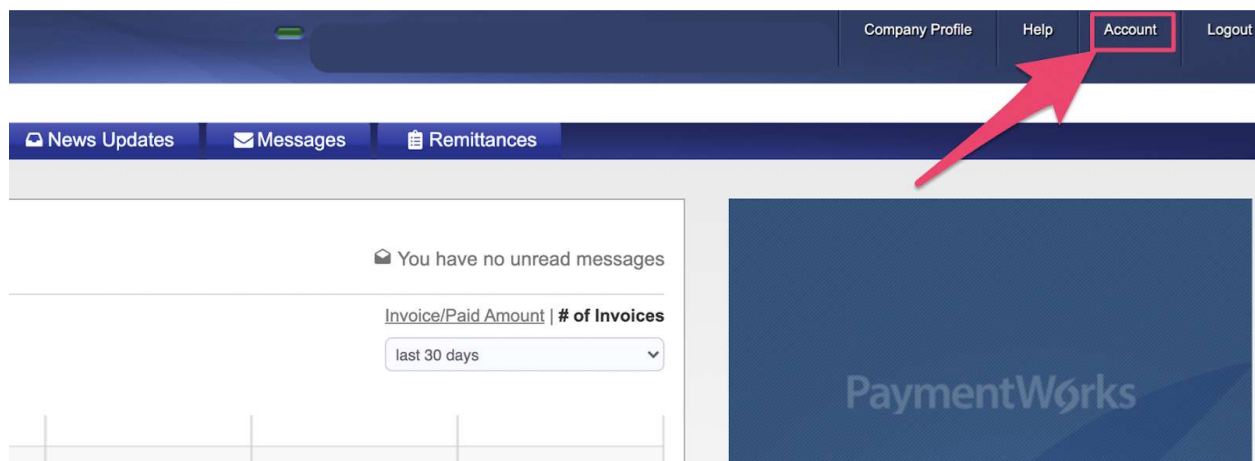


For Vendors/Payees Only: Adding Users To My PaymentWorks Account

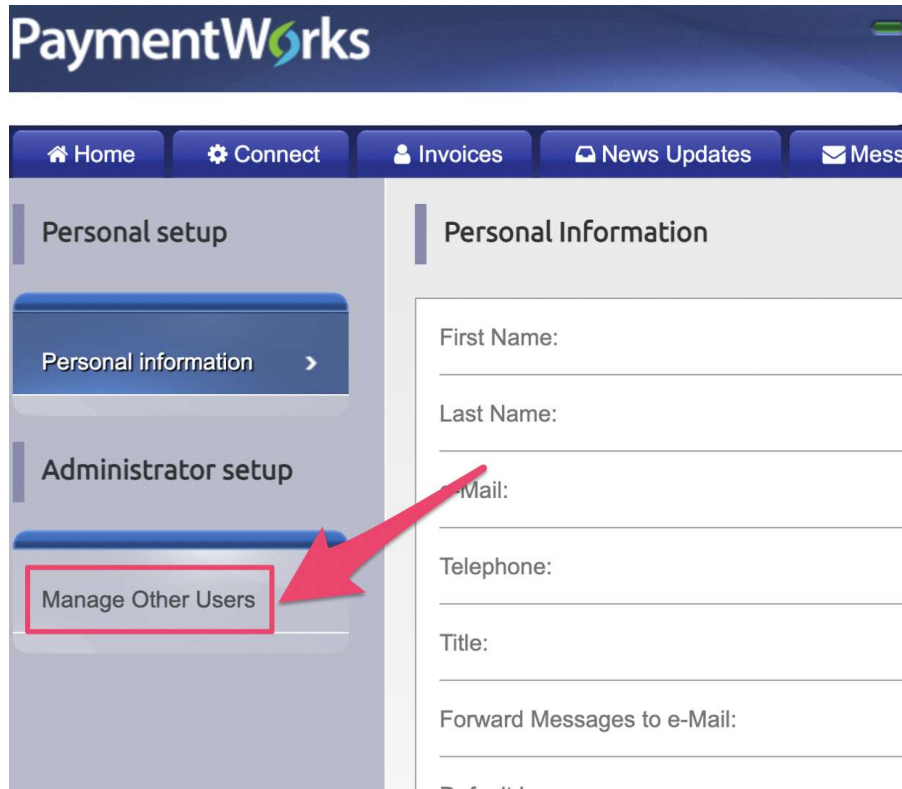
Adding Users to My PaymentWorks Account

Note: this article is for vendors/payees only

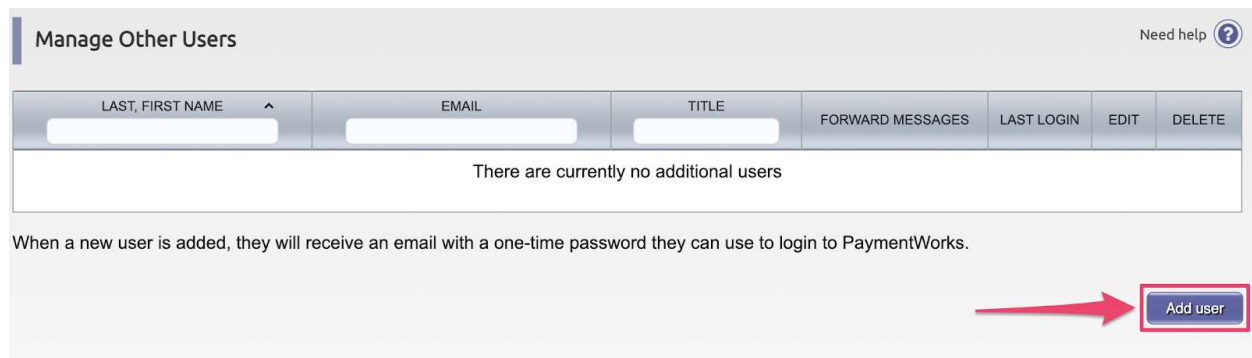
1. Log into your account at PaymentWorks.com
2. Next, click on the 'account' link in the top-right corner of the screen.




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



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




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

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Confirm Email:	<input type="text"/>
Telephone:	<div> (201) 555-5555 ext 123</div>
Title:	<input type="text"/>
Forward Messages to Email:	<input type="checkbox"/>
Default-language:	<div>English</div>

Cancel

Save



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