

Payment Works FAQ's

The payment works system is set up for both business and personal use. Some information may not pertain to you if you are creating the profile as an individual.

What are the steps for setup?

*An invitation will be received via email

*Accept the invitation and create an account

*Activation email will be received. Access to the link in this email will be available for 72 hours.

*Once account is activated you will be taken to a new vender registration (NVR)

Who can I contact with questions on the NVR process?

support@paymentworks.com

What is the ACH payment option? By selecting this option, you are selecting to get your payment as direct deposit. This may require you to upload a voided check to your payment works profile.

Is the EIN needed as well as SSN? The EIN is only required if you are filling this out as a business or business owner.

What is the readmittance address? This is the address you would prefer for a payment to get mailed if you are not choosing the ACH option.