

How to Update an Existing Vendor

For University of Idaho employee use. Email acctpay@uidaho.edu for additional help.

1. **If the vendor has previously created a UI PaymentWorks account.**
 - a. Vendor can log into their account at www.paymentworks.com to update their information.
 - b. There's a Forgot Password link if needed.
 - c. Vendors must create a NEW PW account if their tax number changes, tax numbers can't be updated in PW on their existing account for tax reporting purposes.
 - d. If employee no longer works at the supplier's business, they must contact support@paymentworks.com for the steps to change log in on account.
 - e. Vendors can also contact PW to add additional users to their account.

2. **If the Vendor has a PaymentWorks account with another University**
 - a. Send the email invitation to THE email address that is associated with the other institution. When completed, it will be tied to Banner by their tax ID number.
 - b. The email they set up as their primary email will be their log in for PW. It is recommended they use a generic email for this purpose. (i.e., accounting@, sales@, etc.)
 - c. There is only one email address for each account set up in PW. If vendor changes tax number, they will need to set up new account in PW.

Notes:

- Please email acctpay@uidaho.edu with **ANY** questions you have.