1. Log into Payment Works.
2. Select Vendor Master Updates.
3. Select the New Vendors tab.
4. Select Onboardings from the SHOW drop down menu.

5. Search by Contact E-mail address to verify the vendor does not already exist in PaymentWorks.
6. Select the Send Invitation button.

7. Complete the Vendor Invitation form as seen below.
8. Click the Send button.

9. The invitation will be sent to the institution reviewer for approval before the invitation is sent to the vendor and the user receives a message similar to the one below.

Your invitation is pending approval before being sent to Wilson Athletics at georgiasystemspw2019+wilson@gmail.com

Ok