PaymentWorks – Home Page & Customer Tab

On the Home page, you will be able to view your Customers and Invoice Information. Access the PaymentWorks site at https://www.paymentworks.com/accounts/login/ and login using your credentials.

PaymentWorks   RP

Home

Customers
View your customers and pending registrations

Customer	Registration Submission Date ↓	Status	
Second Demo Payer	01/23/2024	Registration In Review	
Winnetka College	01/22/2024	Connected	View/Edit Form
Duke University (Test)	01/21/2024	Registration In Review	
Taylor & Blatt Corp	01/17/2024	Connected	View/Edit Form

Rows per page: 5 ▾   Total Rows: 4   < >

Go to Customers

Invoices
View your connected customer-uploaded invoices

Customer	Invoice Number	Invoice Date ↓	Paid Amount	Purchase Order	Invoice Status	Scheduled Pay Date
Taylor & Blatt Corp	88298	01/19/2024		234-2000	Approved	03/04/2024
Taylor & Blatt Corp	88299	01/15/2024		234-2001	Approved	02/29/2024
Winnetka College	c2345	01/01/2024			Approved	01/31/2024
Winnetka College	s136	01/01/2024			Approved	02/01/2024
Taylor & Blatt Corp	88301	12/23/2023		234-2003	Approved	02/06/2024

PaymentWorks – Customers Tab

On the Customers page, you will be able to view all your Customers and their Registration status.

1. Click on "**Customers**" from the menu on the left side.

2. Your customers will be listed under "**Customer**".

3. Their registration status will be listed under "**Status**".

4. If needed, you can modify the connected registration for The University of Texas at El Paso (UTEP) by clicking on "**View/Edit Form**".