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.