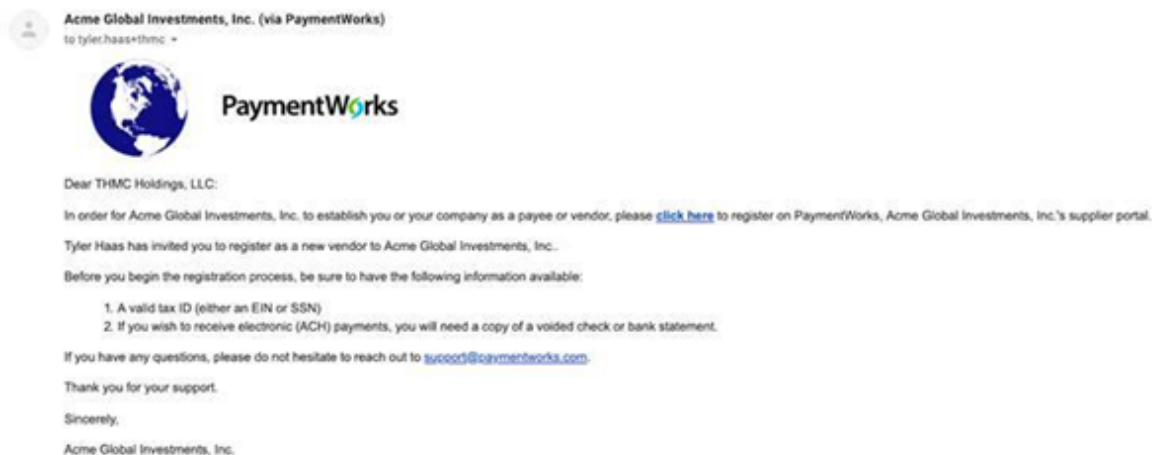


Johns Hopkins Center for Communication Programs uses a service called PaymentWorks. If you have any issues with the link, or have any questions about the onboarding process, please open a support ticket with PaymentWorks by sending an email to support@paymentworks.com and CC'ing info@sbccsummit.org

Here is a walkthrough of what you should expect. Please note, these steps must be followed in order to process your refund request.

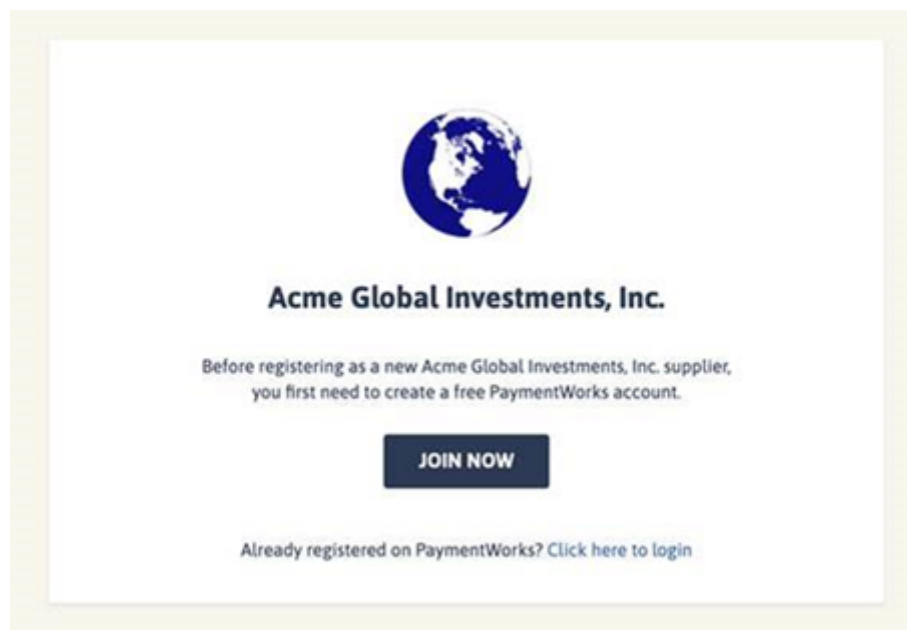
Step 1: You will receive the Invitation

You will receive a PaymentWorks invitation, similar to the screenshot below. This message contains a special link for you to click to begin the process.



Step 2: Joining PaymentWorks

When you click the link, you will be directed to a screen that invites you to join PaymentWorks (screenshot below). Please click the **Join Now** button to create your PaymentWorks account.



Account creation page:

Payees (Suppliers)

Join PaymentWorks for Free

Personal Information

Create Password

☐ I agree to the terms of service

JOIN NOW

After creating a PaymentWorks account, you will receive an email asking them to confirm the validity of the email they provided. Once you click the **Verify Your Email** link, as shown in the screenshot below, you will be able to log into your PaymentWorks account. **An account is not activated until the email is verified.** In addition, once the email and account are verified, no one else will be able to respond to that invitation.



PaymentWorks Support

to tyler.haas@thmc

Thanks for registering!

Verify your email within the next 72 hours to activate your account, and then sign in to complete your registration.

[Verify Your Email and Complete Your Registration](#)

Thank you,
PaymentWorks

PaymentWorks


If this was sent to you in error, please ignore this email and your address will be removed from our records.

Step 3: The New Vendor Registration Form

After you have joined PaymentWorks and verified your email address, you will be brought to JHU's **New Vendor Registration form**.

You will provide your address, your tax information such as EIN (for businesses), SSN (for individuals), Foreign Tax ID (for foreign businesses or foreign individuals), as well as a W-9 form (or W-8 for foreign payees).

You will also be asked to submit bank account information to enable electronic payments.



Acme Global Investments, Inc.
New Vendor Registration

Welcome, Brittany Jones!

In order to onboard as a new vendor, you will have to fill out and submit the following form to **Acme Global Investments, Inc.**

You will be notified by email when your application is processed.

Tax Information

All fields marked with a red asterisk (*) are required fields.

All other fields are optional.

For tax purposes, which best describes you?*

☐ Individual, Sole Proprietorship, or Single-member LLC

☐ Corporation or other complex business entity

Primary Address

All fields marked with a red asterisk (*) are required fields.

All other fields are optional.

Country*

United States ▼

Street 1*

Street 2