

ZAP GUIDE TO PAYMENTWORKS

To receive payment of any type, an organization, municipality, presenter or consultant must have an active and up-to-date supplier/vendor account with Salt Lake County. Prospective payees of ZAP are to submit their legal contact and banking information using the supplier/vendor payment portal, PaymentWorks. The PaymentWorks system helps verify and securely transfer sensitive banking information, supports compliance, and mitigates the risk of fraud.

As a prospective payee, you will receive a separate email from PaymentWorks on behalf of Salt Lake County, for a "New Vendor Registration." It is NOT a phishing attempt. See sample email below:



Dear Arts & Culture Event Management Test:

Tyler Smith has invited you to register as a new vendor to Salt Lake County.

We are excited to share that we can pay you early. In this registration form, you will see an option to be paid via Virtual Card or EarlyPay ACH. We recommend you consider one of these options, as they will allow you to receive payments as soon as your invoices are approved, rather than waiting for the payment term to expire.

NOTE: Accelerated ACH is not available for vendors receiving payments for ticket and event settlements as an event presenter at Arts & Culture venues.

In order for Salt Lake County to establish you or your company as a payee or vendor, please [click here](#) to register on PaymentWorks, Salt Lake County's supplier portal.

Before you begin the registration process, be sure to have the following information available:

1. A valid tax ID (either an EIN or SSN)
2. If you wish to receive electronic (ACH) payments, you will need a copy of a voided check or bank statement.

If you have questions regarding billing, invoices, or payments, please contact your Salt Lake County department directly.

If you have questions regarding the PaymentWorks platform or specific aspects of the registration process, please review the help documentation or contact Support [here](#).

Thank you for your support.

Sincerely,

Salt Lake County

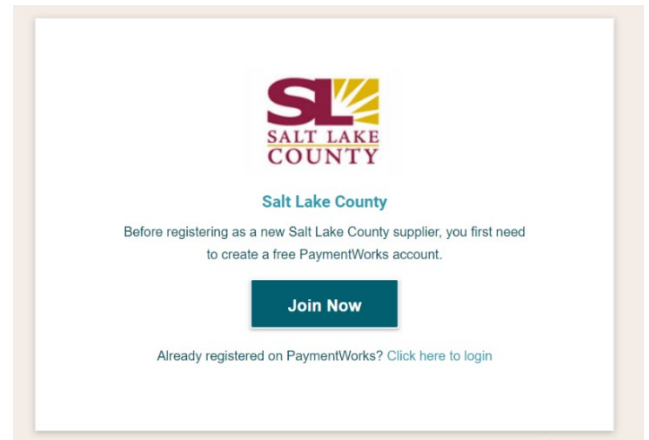
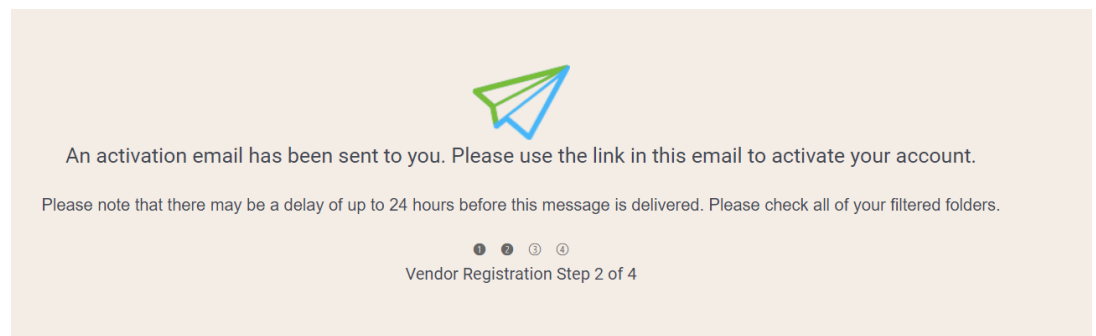
NOTE: the sentence in bold does not apply to ZAP grantees or presenters (see page 4).

If you do not click the link shortly after receiving your initial email invitation to register with PaymentWorks, you will receive reminders at the 24-hour, 72-hour, and 7-day mark to complete registration. **Please Note: Virtual Card or EarlyPay ACH is not available to ZAP payees.** If you need the invitation to registration link re-sent, please contact ZAP Grants & Communications Coordinator, Cody Goetz at cgoetz@saltlakecounty.gov. While PaymentWorks will walk you through the Salt Lake County prospective payee registration process, it is also provided below.

STEPS TO ACTIVATE YOUR PAYMENTWORKS SUPPLIER ACCOUNT

1. Click the link in the email invitation.
2. You will be prompted to join PaymentWorks and create a user account and password.
Please Note: You will need to enter your email address twice for verification purposes and you must agree to the Terms of Service before continuing.

*If you already have an account, you will get a message saying "Account Exists". **If this happens, proceed to instructions on page 6.***



PaymentWorks <do-not-reply@paymentworks.com>
to me ▾

Thanks for registering!

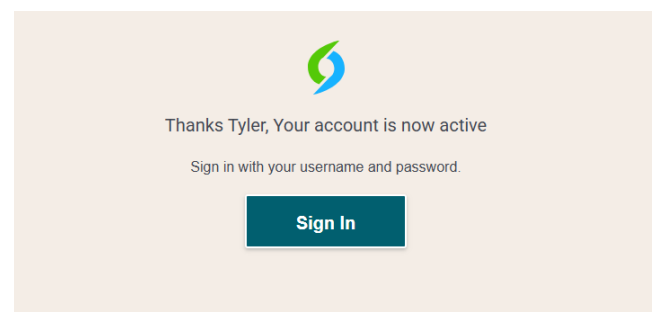
Verify your email within the next 72 hours to activate your account, and then sign in to complete your registration.

[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.



- After clicking "Sign In," you will be directed to a Multi-Factor Authentication page. Provide your information and then submit the multi-factor authentication code sent to you.

Multi-Factor Authentication

Multi-factor authentication is required to activate your account.
Please enter the number you would prefer to have associated
with multi-factor authentication.

 (201) 555-0123

Submit

- This will take you to the New Vendor Registration Form. You will be asked for legal business information, EIN, tax classifications, 1099 (if applicable), and conflict of interest disclosure. You may also choose to have PaymentWorks generate an electronic W-9 Form based on the information submitted, or you may upload a copy of your completed W-9. All fields marked with an asterisk are required and must be filled out completely to finalize and submit your registration. Please contact ap@saltlakecounty.gov if you have questions related to the Additional Information section of the registration.

PaymentWorks

[Logout](#)

[Welcome](#) [Tax Information](#) [Addresses](#) [Payment Information](#) [Additional Information](#)



Salt Lake County

New Vendor Registration

Welcome, Tyler Smith!

In order to onboard as a new vendor, you will have to fill out and submit the following form to Salt Lake County.

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

[Save and Exit](#)

[Next](#)

IMPORTANT: When selecting a Payment Method – **ONLY** select “ACH” or Check.”

Presenter/Consultant: Settlement typically occurs within ten business days after the final date of the event. An internal invoice is created and sent to the fiscal department for payment.

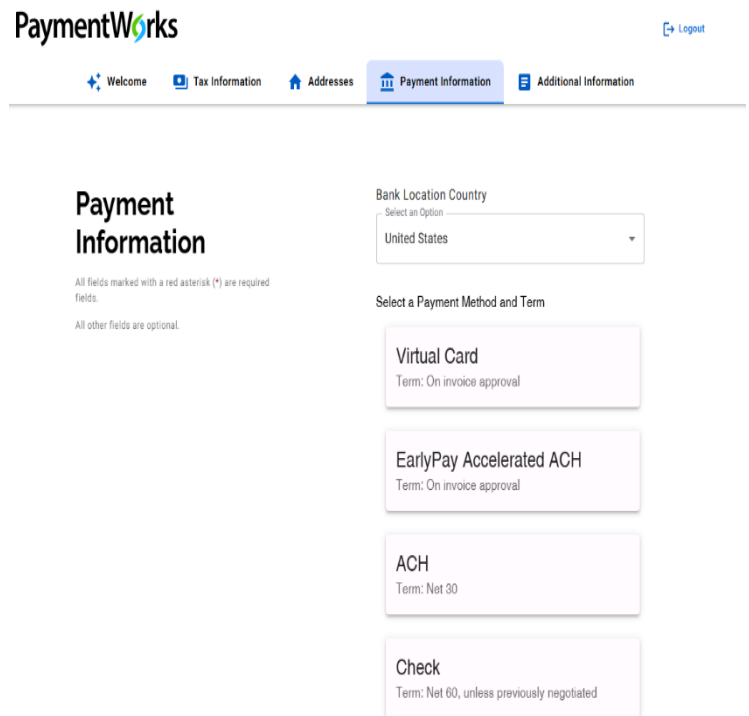
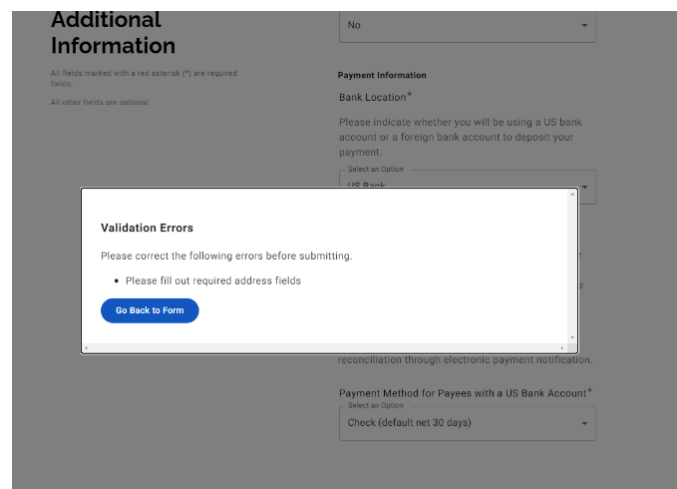
Tier II Grantees: Funds awarded in the fall are typically disbursed early the following year. Grant contract payments are split into two installments: 60% in January and 40% in April.

Tier I & Zoological Grantees: Funds awarded in the fall are typically disbursed midyear the following year through early the next year. Grant contract payments are paid June-April.

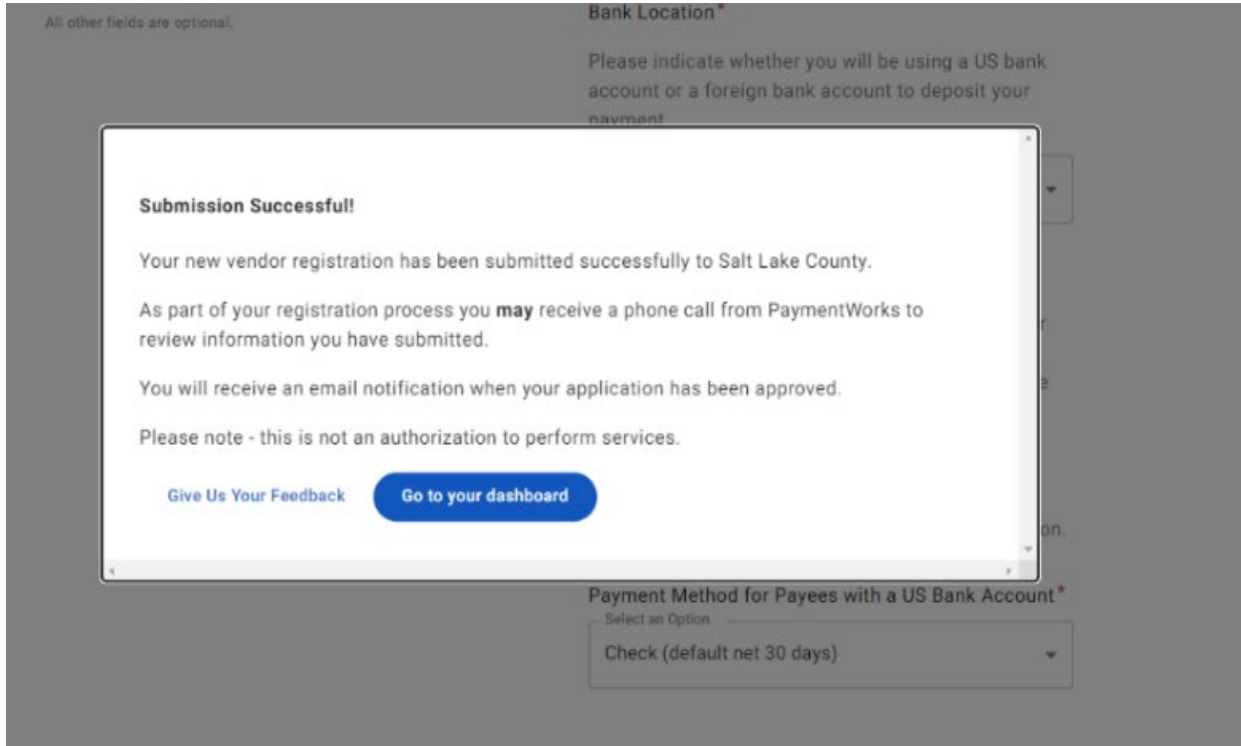
DO NOT select “Virtual Card” or “Early Pay” – this will delay payment. Accelerated ACH is NOT AVAILABLE to ZAP grantees or presenters/consultants.

Application Errors:

If you receive an error message after submitting, you must navigate back to that section of your application and fix the error. In the example, the error pictured indicates that something is missing in the address fields, earlier in the form.

The successful registration form submission screen looks like this:



All other fields are optional.

Bank Location*

Please indicate whether you will be using a US bank account or a foreign bank account to deposit your payment.

Submission Successful!

Your new vendor registration has been submitted successfully to Salt Lake County.

As part of your registration process you **may** receive a phone call from PaymentWorks to review information you have submitted.

You will receive an email notification when your application has been approved.

Please note - this is not an authorization to perform services.

[Give Us Your Feedback](#) [Go to your dashboard](#)

Payment Method for Payees with a US Bank Account*

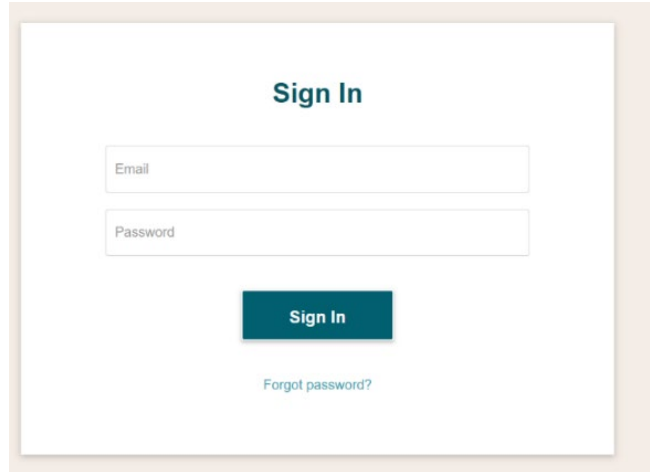
Select an Option

Check (default net 30 days)

You will receive an email notification that your form was submitted and that the setup process is complete. Once the New Vendor Registration Form has been submitted, Salt Lake County will review, verify, and set up the new Supplier account and ID number. You may return to your PaymentWorks Dashboard at any time to update profile information, make changes, and track invoice payments.

STEPS TO UPDATE AN EXISTING PAYMENTWORKS SUPPLIER ACCOUNT

1. If you already have an account, but you need to update your information, login to PaymentWorks at: <https://www.paymentworks.com/df/accounts/login/>



Sign In

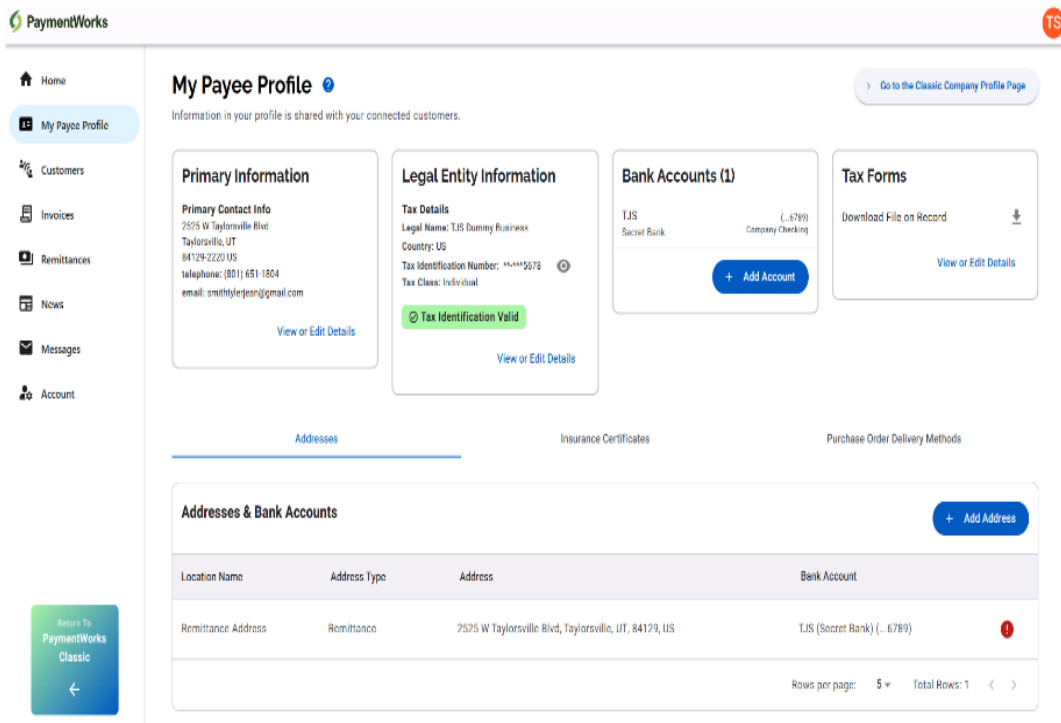
Email

Password

Sign In

[Forgot password?](#)

2. After logging in, click on "My Payee Profile." Here you can edit Primary Information, Legal Entity Information, Bank Accounts, or Tax Forms. Be sure to save any changes.



PaymentWorks TS

My Payee Profile Go to the Classic Company Profile Page

Information in your profile is shared with your connected customers.

Primary Information

Primary Contact Info
2525 W Taylorsville Blvd
Taylorsville, UT
84129-2220 US
telephone: (801) 651-1804
email: smithylejeon@gmail.com

[View or Edit Details](#)

Legal Entity Information

Tax Details
Legal Name: TJS Dummy Business
Country: US
Tax Identification Number: ***-**-5078
Tax Class: Individual

✓ Tax Identification Valid

[View or Edit Details](#)

Bank Accounts (1)

TJS (-.6789)
Secret Bank Company Checking

[+ Add Account](#)

Tax Forms

[Download File on Record](#)

[View or Edit Details](#)

[Addresses](#) [Insurance Certificates](#) [Purchase Order Delivery Methods](#)

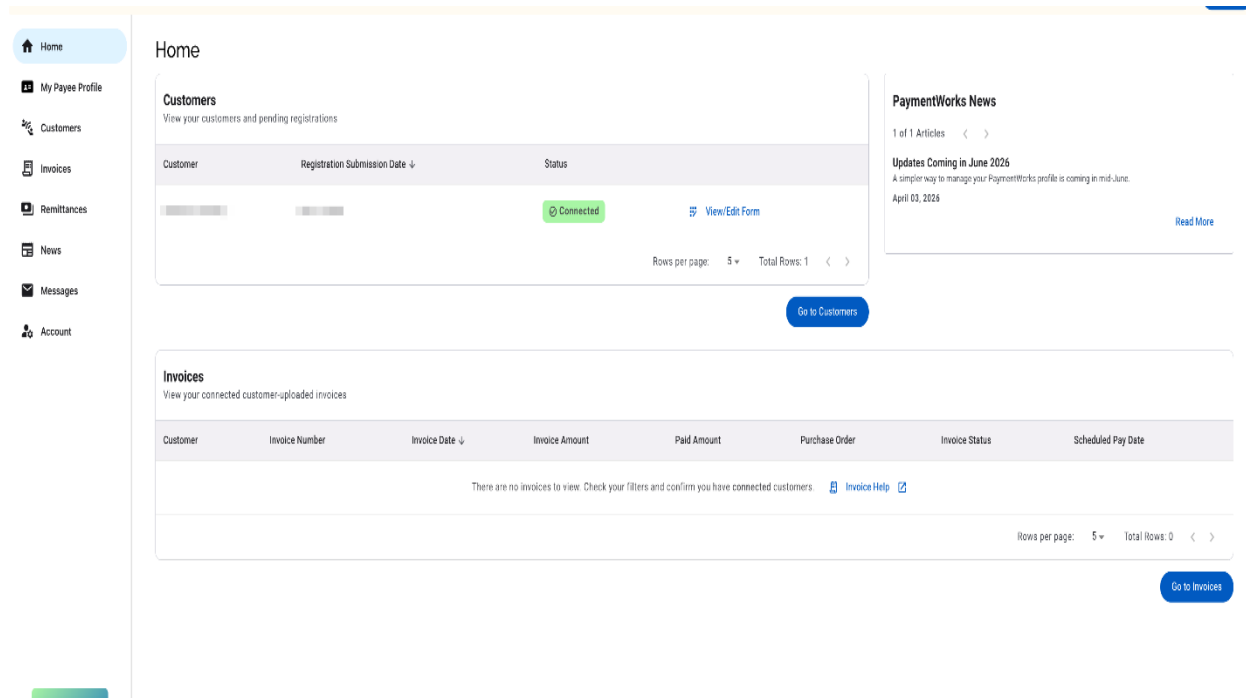
Addresses & Bank Accounts [+ Add Address](#)

Location Name	Address Type	Address	Bank Account
Remittance Address	Remittance	2525 W Taylorsville Blvd, Taylorsville, UT, 84129, US	TJS (Secret Bank) (-.6789)

Rows per page: 5 Total Rows: 1

[Return To PaymentWorks Classic](#)

- Click on the "Customers" tab on the left of the page. Then click on "View/Edit Form" next to "Salt Lake County" listed under Customers.



- Enter any additional information on the Vendor Update Form, then click "Submit." Please contact ap@saltlakecounty.gov if you have questions.

What Should I Do If I Cannot Access The Email Address Associated With My Company's PaymentWorks Account?

If the person who created the PaymentWorks account is no longer at your company or you cannot otherwise access the associated email address, please review the following information to regain access to the account:

- If you have access to the associated email address you can request a password reset, which will allow you to log in using the newly-created password. Once you have successfully logged in to the PaymentWorks account, please change the associated email address:
 - Click "Account" in the top right hand corner of the page
 - Click "Edit" towards the bottom of the "Personal information" section
 - Replace the email address in the relevant field
 - Click "Save" towards the bottom of the page
- If you do not have access to the email address associated with the PaymentWorks account, please contact support via the webform for assistance.