View of the PayMode Payment Section in Supplier Registration

This is a snapshot of what the supplier sees in the Payment Section of the Supplier Registration process.

1. Step 8 of the Registration Process is “Payment Information”. The supplier selects “Click Here to register with PayMode.”

2. If the supplier already has a PayMode account, the supplier will add the Payment Title (ex. Main Account, Clemson or whatever you’d like), remittance address, electronic remittance email and currency. The supplier will enter their PayMode-X Account Name. Ex. ACCTSREC.YOURCOMPANY or YOURCOMPANYNAME.RECEIVABLES. This field is NOT your membership ID or integration id. Confirm PayMode Account Name, add Account Holder Name, then Save Changes.

If the Supplier does not have a PayMode account yet, they will need to come back to this step.
3. The supplier is directed to the Bank of America Paymode-X landing page. Click join now.
4. The supplier will follow the steps to register with Paymode-X. Bank of America’s turnaround time is approximately 5-15 business days to activate accounts.

5. When the supplier gets their PayMode-X account set up with Bank of America, they will need to go back to the registration and enter their information. This can be done from the original email from Clemson inviting them to register or logging into their account from [www.paymode.com/clemsonuniversity](http://www.paymode.com/clemsonuniversity). Once logged into Paymode, hover over the ADMIN header and select Paymode-X Account. The name in the “Paymode-X Account” field is the name that needs to be entered in the Supplier Registration.