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.

Welcome to Clemson University's Chosen Payment Network

Bank of America Merrill Lynch | Paymode-X

JOIN TODAY TO BE PART OF OUR E-PAYMENT SYSTEM

Clemson University's Accounts Payable department utilizes the Paymode-X® service offered by Bank of America Merrill Lynch to replace paper checks and other traditional electronic payments. We are asking our vendors and suppliers to enroll in Paymode-X so that all future payments are made electronically using this service.

Clemson University will begin making payments to you electronically once you have enrolled and have been activated in Paymode-X and in Clemson's payment system. Please allow two weeks after enrollment completion for this to take effect.

SIGN-UP IS EASY
LESS THAN 10 MINUTES!

WHAT YOU'LL NEED

- Your company's legal name, main telephone number and all physical and remittance addresses used by your company
- Your company's US federal employer identification number (EIN)
- Your company's bank account information, including ACH routing and account numbers

JOIN NOW →

🔒 secure enrollment

Already a member? **LOG IN**

REALIZE THE BENEFITS OF PAYMODE-X

- Saves Time & Money
- Offers Robust Reporting
- Enhances Cash Flow
- Provides Multiple Layers of Security
- Fits with Existing Systems & Banking Practices
- Includes Detailed Remittance Information

365,000 COMPANIES AND GROWING!

FleetPride "The Paymode-X service is easy to use and provides complete online access to all remittance information for ease of posting."
—FleetPride

HOBART SERVICE "With over 200 Hobart Service locations, the Paymode-X service has made payment posting easier for our staff."
—Hobart Services

HOW IT WORKS

Our brochure shows you the basics—how you get paid, access reports, manage your membership and reap all of the many Paymode-X benefits.

Download Brochure >

NEED HELP? CONTACT US

Our Paymode-X Customer Support team is ready to assist you!

Call us toll-free at: **877-443-6944**
(M–F 8 a.m.–8 p.m. ET)

✉ **E-mail Us >**

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 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.