

## 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.”

The screenshot shows the 'Payment Information' section of the supplier registration process. The page title is 'Payment Information' and it includes a navigation sidebar on the left with the following items: Welcome, Company Overview, Business Details, Addresses, Contacts, Locations, Diversity, Insurance, Payment Information (highlighted), Tax Information, and Certify & Submit. The main content area is titled 'Payment Information' and contains the following text: 'Information on this page is used to determine how you will receive payment. All suppliers registering as a **business** must use Pay Mode. Click Here to register with **PayMode**. You will be directed to the Bank of America website where you will enroll with PayMode for electronic payment. (On the next tab enter your **PayMode Account Name** in the Account ID field Ex. ACCTSREC.YOURCOMPANY or YOURCOMPANYNAME.RECEIVABLES) All **individuals** (registering with a SSN) must use TigerPay. Click here to register with **TigerPay**. You will be directed to the Zelle/clearXchange® website to enroll for electronic payment. All **International** registrants must provide wire information. **SELECT ONLY ONE PAYMENT TYPE.**

Below this text is a 'Required Information' section with a light blue background, stating: 'At least one payment type is required to complete this section.' Below that, it says 'No payment information has been entered.' and provides an 'Add Payment Information' button. The 'Additional Questions' section contains a 'Payment Terms' field. At the bottom right, there are 'Previous', 'Next', and 'Save Changes' buttons.

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.

The screenshot shows the 'Add Payment Information' modal form. It contains the following fields: 'Payment Title \*' (text input), 'Payment Type \*' (dropdown menu with 'Pay Mode (Business Only)' selected), 'Remittance Address' (text input), 'Electronic Remittance Email' (text input), 'Currency \*' (dropdown menu), 'Active' (radio buttons for 'Yes' and 'No', with 'Yes' selected), 'PayMode Account Name \*' (text input), 'Confirm PayMode Account Name \*' (text input), and 'Account Holder Name' (text input). At the bottom, there is a legend: '\* Required to Complete Registration', and two buttons: 'Save Changes' and 'Close'.

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

**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.

**REALIZE THE BENEFITS OF PAYMODE-X**

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

**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 >](#)

**SIGN-UP IS EASY**  
**LESS THAN 10 MINUTES!**

**WHAT YOU'LL NEED**

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

**JOIN NOW** ➔

 secure enrollment

Already a member? [LOG IN](#)

**365,000 COMPANIES AND GROWING!**

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

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

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.

Paymode-X [Ask for Help](#)

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### Join Now

To begin supporting your company's conversion to electronic payment, enter your email address below

Email

**Did You Know ?**

Paymode-X is the largest and fastest-growing electronic settlement network, with over 365,000 network members and \$200 billion in payments processed last year.

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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.

Bank of America Merrill Lynch | Paymode-X | Home | Payments | Reports | Admin

Paymode-X Accounts

Clemson University

- Company Information
- Bank Accounts
- Paymode-X Accounts
- Users

Filter

Actions	↑ Paymode-X Account	Common Name
<a href="#">View Details</a>	<input type="text"/>	<input type="text"/>

Viewing 1-1 of 1 accounts