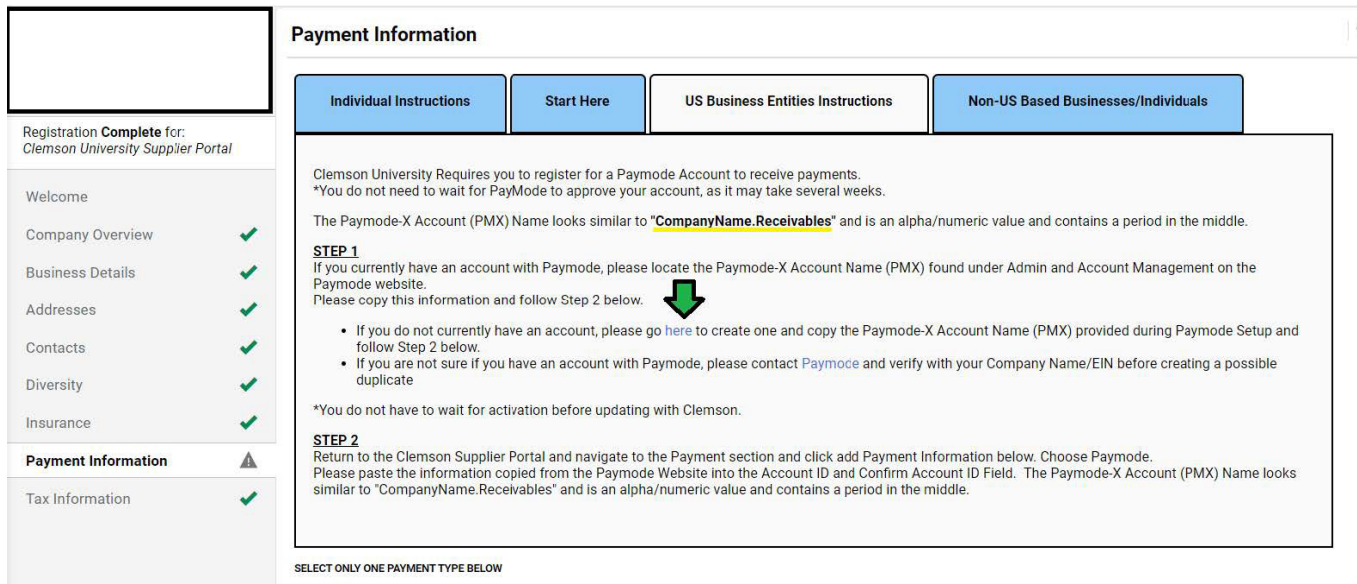


View of the PayMode Payment Section in Supplier Registration

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

- Step 8 of the Registration Process is “Payment Information”. The supplier selects “Please go [here](#) to create one” under the US Business Entities Instructions.



Payment Information

Individual Instructions Start Here US Business Entities Instructions Non-US Based Businesses/Individuals

Registration **Complete** for:
Clemson University Supplier Portal

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Diversity ✓


Insurance ✓

Payment Information ⚠

Tax Information ✓

Clemson University Requires you to register for a Paymode Account to receive payments.
*You do not need to wait for PayMode to approve your account, as it may take several weeks.

The Paymode-X Account (PMX) Name looks similar to "**CompanyName.Receivables**" and is an alpha/numeric value and contains a period in the middle.

STEP 1
If you currently have an account with Paymode, please locate the Paymode-X Account Name (PMX) found under Admin and Account Management on the Paymode website.
Please copy this information and follow Step 2 below. 

- If you do not currently have an account, please go [here](#) to create one and copy the Paymode-X Account Name (PMX) provided during Paymode Setup and follow Step 2 below.
- If you are not sure if you have an account with Paymode, please contact [Paymode](#) and verify with your Company Name/EIN before creating a possible duplicate

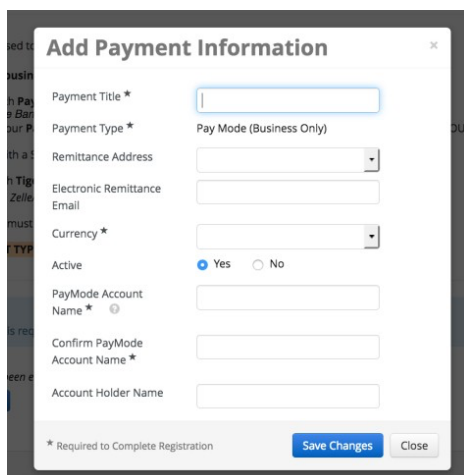
*You do not have to wait for activation before updating with Clemson.

STEP 2
Return to the Clemson Supplier Portal and navigate to the Payment section and click add Payment Information below. Choose Paymode.
Please paste the information copied from the Paymode Website into the Account ID and Confirm Account ID Field. The Paymode-X Account (PMX) Name looks similar to "CompanyName.Receivables" and is an alpha/numeric value and contains a period in the middle.

SELECTION ONLY ONE PAYMENT TYPE BELOW

- 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 COMPANYNAME.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.



Add Payment Information

Payment Title *

Payment Type * Pay Mode (Business Only)

Remittance Address

Electronic Remittance Email

Currency *

Active Yes No

PayMode Account Name *




Confirm PayMode Account Name *

Account Holder Name

* Required to Complete Registration

Save Changes 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.

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

WHAT YOU'LL NEED

- 1 Your company's legal name, main telephone number and all physical and remittance addresses used by your company
- 2 Your company's US federal employer identification number (EIN)
- 3 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
- 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)

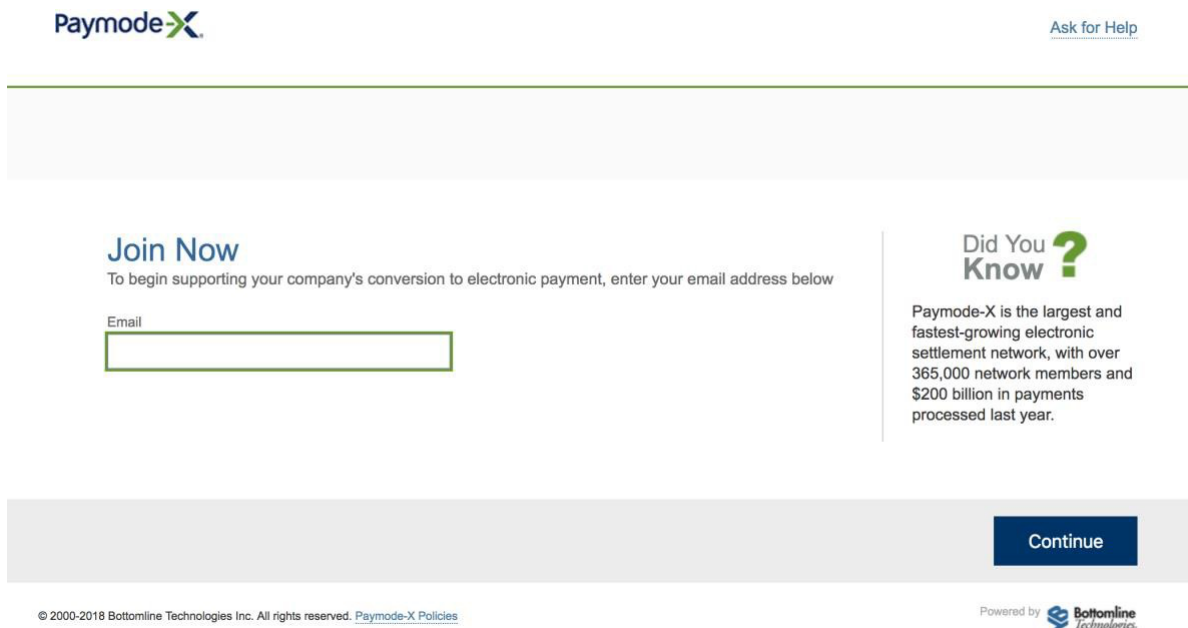
 [E-mail Us >](#)

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

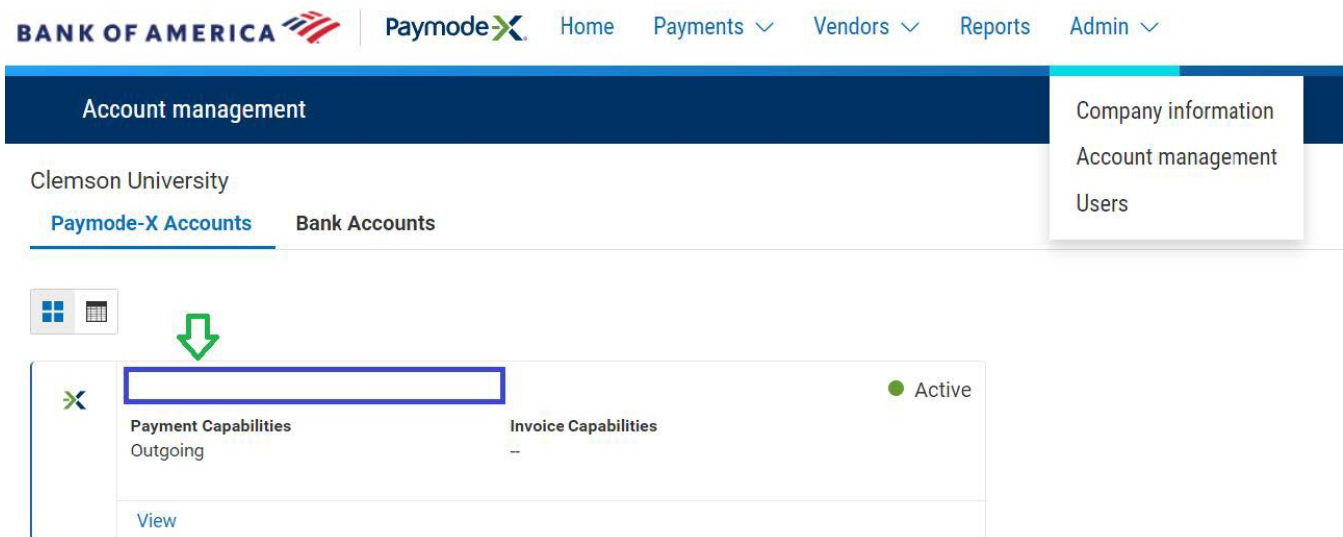
 "With over 200 Hobart Service locations, the Paymode-X service has made payment posting easier for our staff."
—Hobart Services

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.



The image shows the Paymode-X registration page. At the top left is the Paymode-X logo, and at the top right is a link for "Ask for Help". Below the header is a large white box with a green border. Inside this box, on the left, is a "Join Now" section. It includes the text "To begin supporting your company's conversion to electronic payment, enter your email address below" and an "Email" label above a text input field. On the right side of the box is a "Did You Know?" section with a question mark icon and text stating: "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." At the bottom right of the white box is a blue "Continue" button. At the bottom left of the page is the copyright notice: "© 2000-2018 Bottomline Technologies Inc. All rights reserved. Paymode-X Policies". At the bottom right is the "Powered by Bottomline Technologies" logo.

5. When the supplier gets their PayMode-X account set up with Bank of America, they will need to go back to the Clemson registration and enter their Paymode account name for their Payment information. This can be done from the original email from Clemson inviting them to register. Their Paymode account name can be located by logging into their account from www.paymode.com/clemsonuniversity. Once logged into Paymode, hover over the ADMIN header and select Account Management. The name in the will be listed in blue under the "Paymode-X Accounts" and will need to be entered into the registration.



The image shows the Bank of America Paymode-X account management interface. At the top left is the Bank of America logo, followed by the Paymode-X logo and navigation links: Home, Payments, Vendors, Reports, and Admin. The Admin menu is open, showing options for Company information, Account management, and Users. The Account management section is active, displaying "Clemson University" and two tabs: "Paymode-X Accounts" (selected) and "Bank Accounts". Below the tabs is a table of accounts. A green arrow points to a highlighted account name in a text box. The account is marked as "Active" with a green dot. The table shows "Payment Capabilities" (Outgoing) and "Invoice Capabilities" (—). A "View" link is at the bottom of the table.

Account Name	Payment Capabilities	Invoice Capabilities	Status
[Highlighted Account Name]	Outgoing	—	Active