

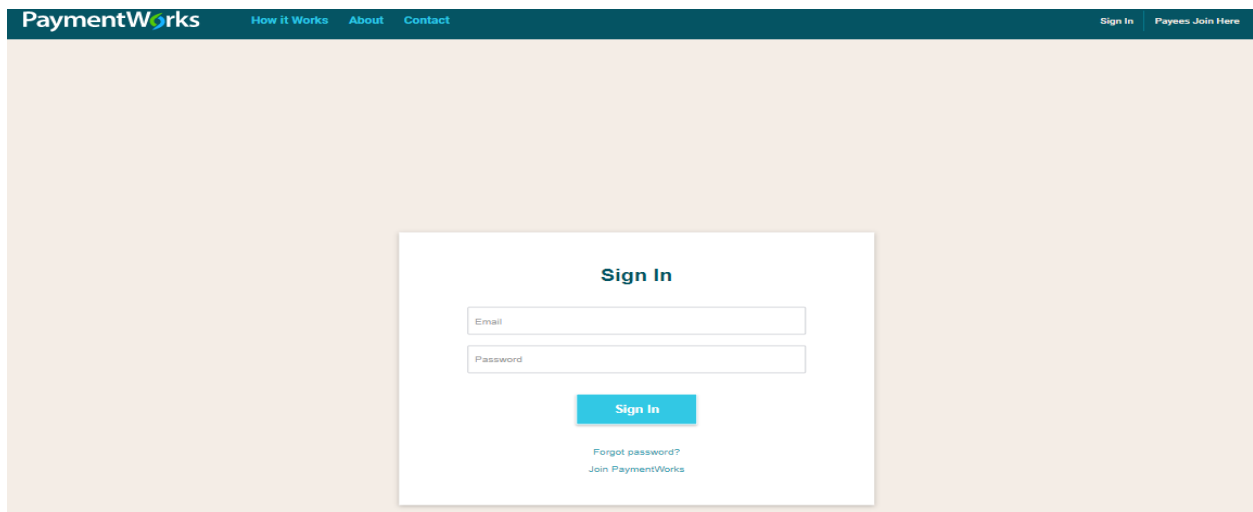
I am a UH System employee, where can I provide the state agency number?

If you are a UH System employee that means you are a state of Texas employee. So you need to provide the state agency number as below:

- UH: 730
- UHCL: 759
- UHD: 784
- UHV: 765

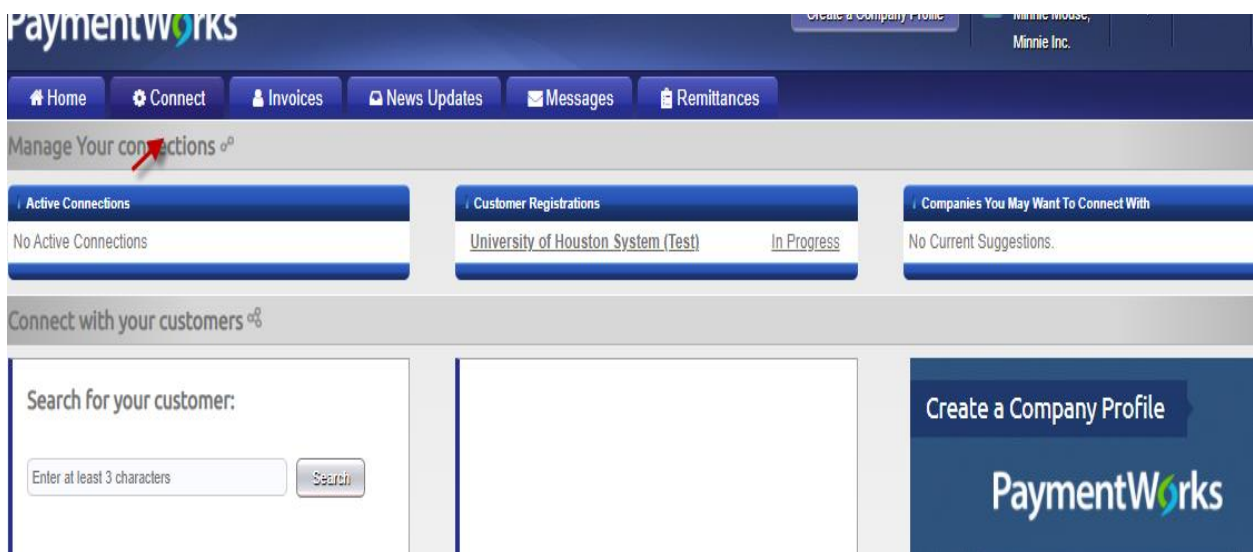
Please follow the steps below in PaymentWorks:

1. Log Into PaymentWorks at <https://www.paymentworks.com/accounts/login/>



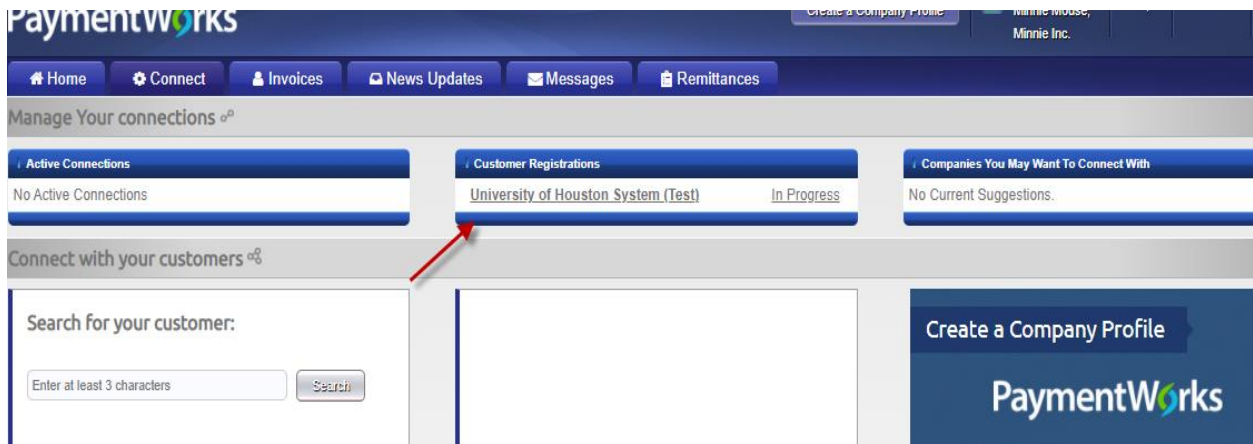
The screenshot shows the PaymentWorks login page. At the top, there is a dark blue navigation bar with the PaymentWorks logo on the left and links for "How it Works", "About", "Contact", "Sign In", and "Players Join Here" on the right. The main content area is a light beige color. In the center, there is a white box titled "Sign In". Inside this box, there are two input fields: "Email" and "Password". Below these fields is a blue "Sign In" button. Underneath the button, there are two links: "Forgot password?" and "Join PaymentWorks".

2. Click the "Connect" tab



The screenshot shows the PaymentWorks dashboard. At the top, there is a dark blue header with the PaymentWorks logo on the left and a "Create a Company Profile" button on the right. Below the header is a navigation bar with buttons for "Home", "Connect", "Invoices", "News Updates", "Messages", and "Remittances". The main content area is divided into several sections. The first section is titled "Manage Your connections" and contains three panels: "Active Connections" (showing "No Active Connections"), "Customer Registrations" (showing "University of Houston System (Test)" with a status of "In Progress"), and "Companies You May Want To Connect With" (showing "No Current Suggestions"). The second section is titled "Connect with your customers" and contains a search box with the text "Search for your customer:" and a "Search" button. The search box has a placeholder text "Enter at least 3 characters". To the right of the search box is a "Create a Company Profile" button and the PaymentWorks logo.

3. Click on the text that reads University of Houston System



4. You will be taken into the form. Please go to Additional Information section. And then fill out the information below:

- I. Are you a University of Houston System employee (UH, UHCL, UHD, UHV, UHS)?*: If your answer is yes, please answer the question "Are you a state of Texas employee?*" as yes as well.
- II. Enter your state agency number*: please chose the appropriate answer.

Additional Information
All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

Supplier Category*
US Individual

Are you a University of Houston System employee (UH, UHCL, UHD, UHV, UHS)?*
Yes

Enter your University of Houston Employee ID*

Are you a University of Houston System student (UH, UHCL, UHD, UHV)?*
No

Are you a state of Texas employee?*
Yes

Enter your state agency number*
Enter your state agency number. Agency numbers for UHS entities: UHS-783, UH-730, UHCL-759, UHD-784, UHV-765. Other agency numbers can be found at: <https://fm.xcpa.texas.gov/fm/contacts/agynum/index.php>.

Account Responsible Contact Information