Clean Harbors

PaymentWorks Manual – New Vendors

Version 2
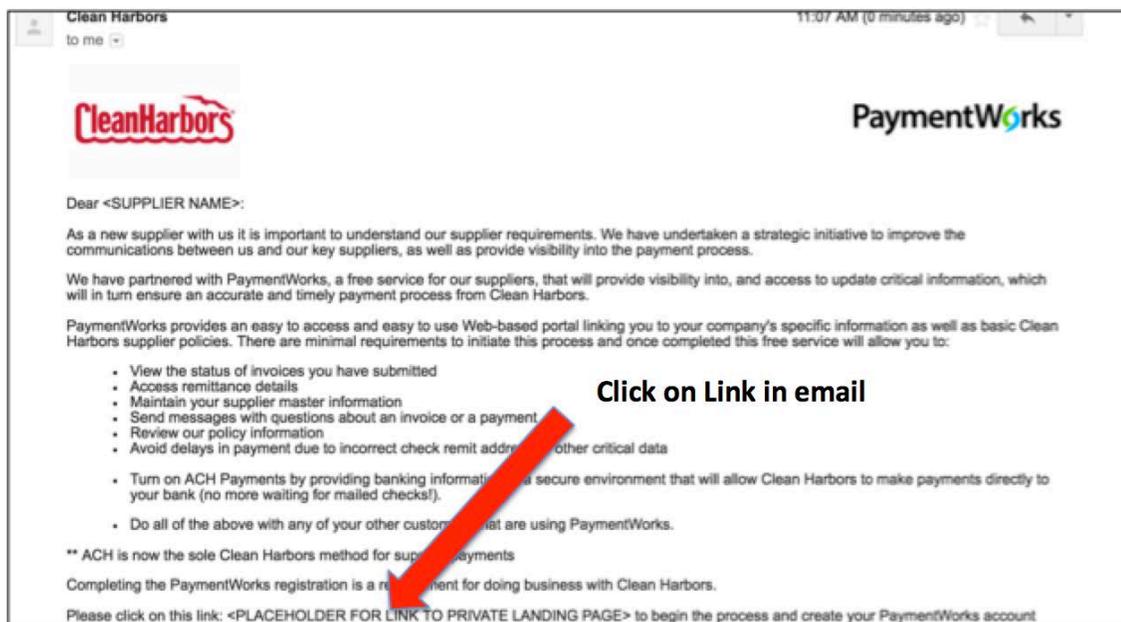September 21, 2016

Clean Harbors Vendors:

You will receive an email invitation from Clean Harbors asking you to create a PaymentWorks account and complete the New Vendor Registration form.

This document describes the steps required to complete the process.

1. **To start the process, click on the link at the bottom of the email.**

Key point: It is very important to use the invitation link to begin your registration to Clean Harbors on PaymentWorks.

If you are not the right person to complete the New Vendor Registration form, please forward the email to the appropriate contact in your company.
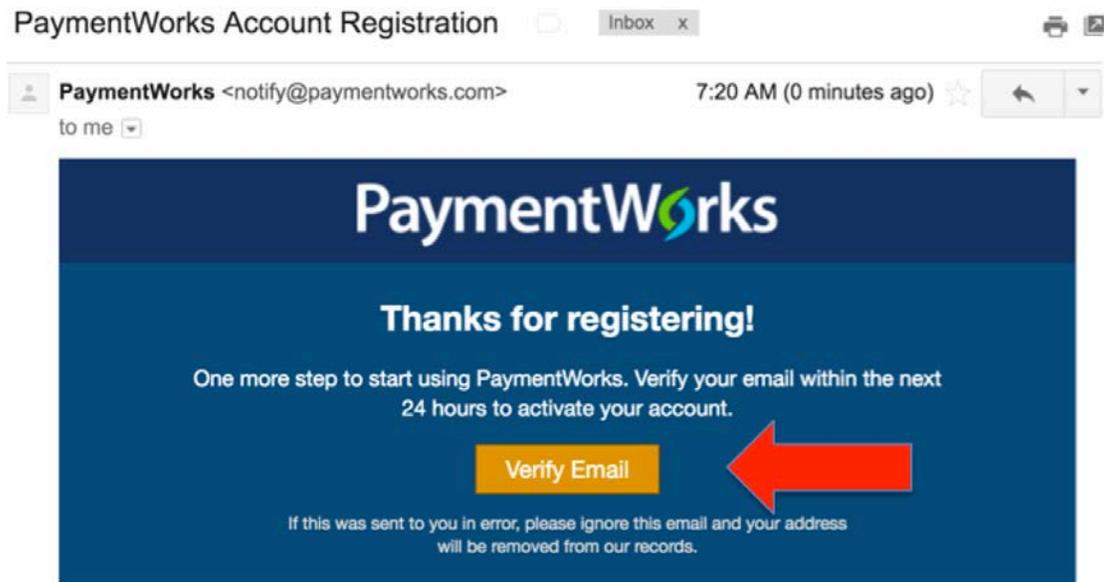
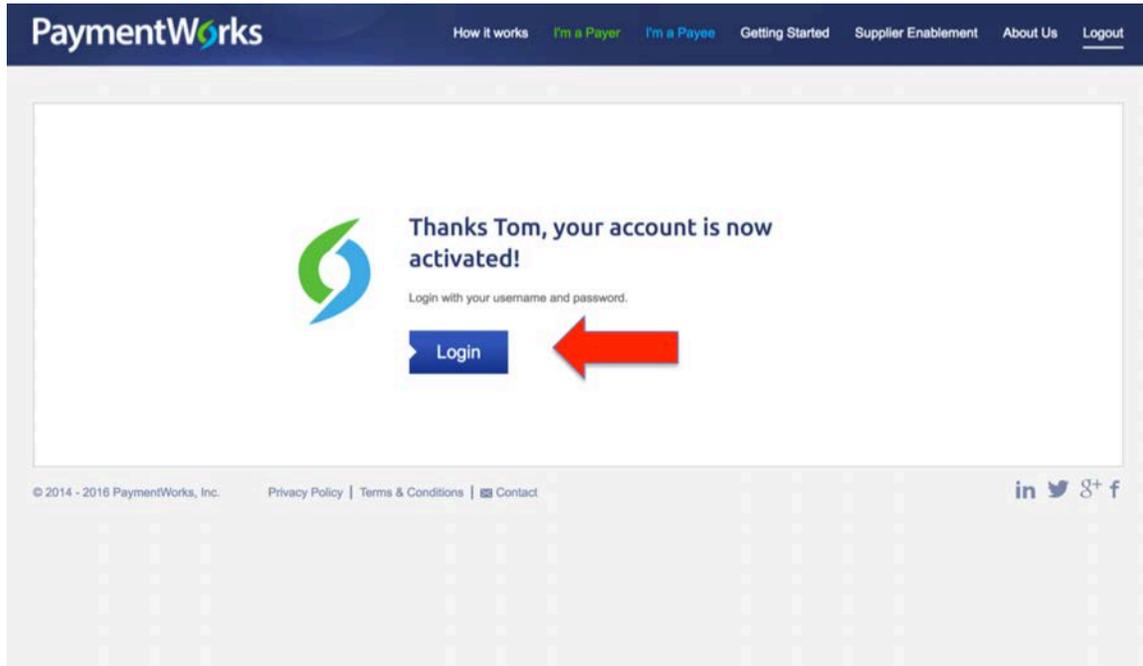## 2. Click on Join PaymentWorks
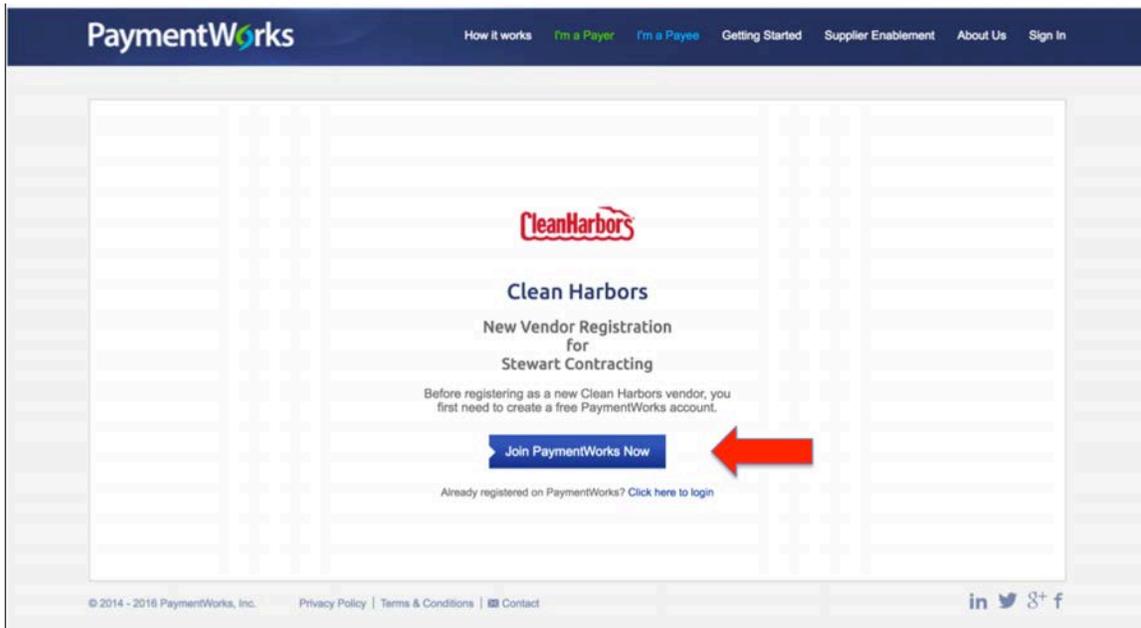
3. Create an account

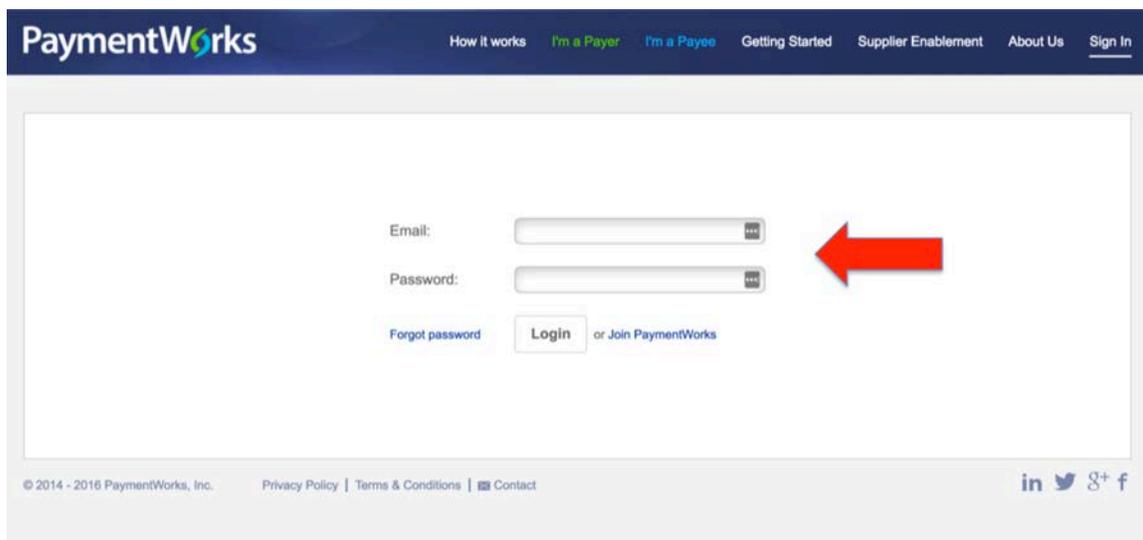**4. An email will be sent, click Verify to activate your account**

Key point: Once you verify your email there is one more step in the registration process.

Make sure you continue on to **Step 5** below to ensure that you have completed the vendor setup process.

5. Log into your account

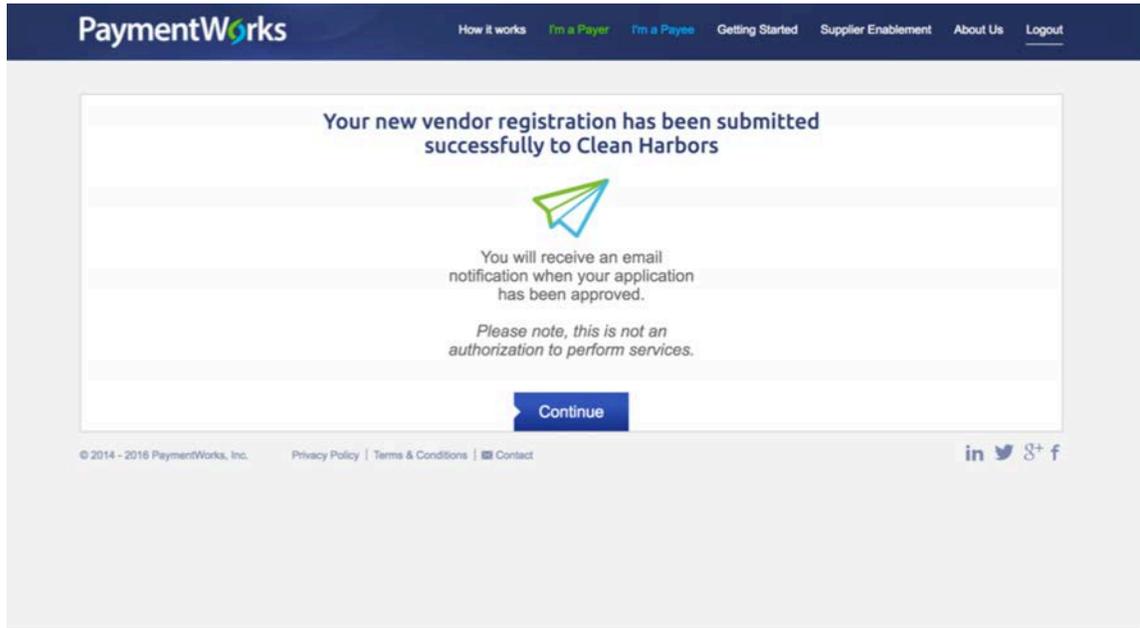## 6. Log into your account by entering your user name/password

7. **Once you log in, you will see the new vendor registration form**

8. **After you complete the form, click Register**

9. A confirmation page will appear

10. When Clean Harbors approves your new vendor registration form, you will be notified via email.
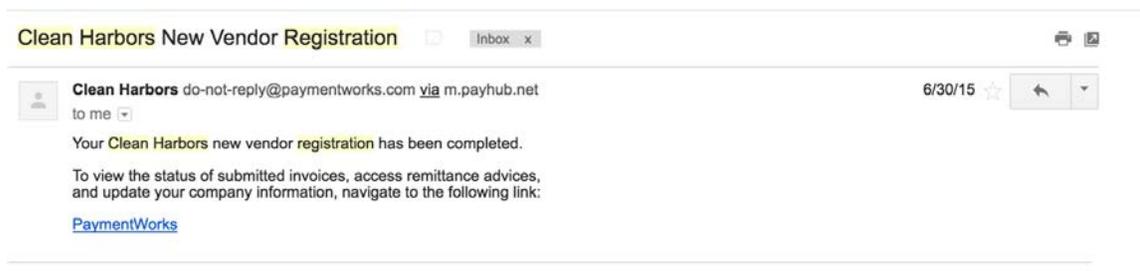
11. You can then log back into PaymentWorks to do the following:

- View all of the invoices you have submitted to Clean Harbors
- Access remittance details for paid invoices
- Send messages if you have a question about an invoice or a PaymentWorks
- Update your company's profile information which you submitted on the New Vendor Registration form (change addresses, update your bank account information, etc.)

Go to www.paymentworks.com and log into your account by entering your user name/password

12. Click on the invoices tab to see your invoices

13. Click on an invoice to see the detail

Click on an invoice to see the detail

14. Click on Send Payment Inquiry to send a message about an invoice or a PaymentWorks

Click Send Payment Inquiry to send a message

15. Click on News Updates to see policy information from Clean Harbors

16. Click on the Remittances Tab to see your recent payments

17. Click on Company Profile information to update your company profile information.

Note: all of the information you provided in the Registration form is pre-filled.

18. All done!

If you would like to add other users in your company, click on "Account"