If I am a foreign vendor, I don’t have SSN/ITIN/EIN number, what do I need to do?

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

2. Click the "Connect" tab

3. Click on the text that reads University of Houston System
4. You will be taken into the form. Please review all fields to ensure info. Especially go to the tax information section and Additional information. Please follow the steps below:

1) Please note that the tax information section must have the following information:
   I. Country of Citizenship: indicate your non-US country of citizenship as appropriate.
   II. TIN Type: Indicate Foreign Tax ID as appropriate
   III. Tax number: please enter the TINS number was assigned by your own county

2) Please note that the additional information section must have the following information:
   I. Supplier Category: please select US Individual, as appropriate based on your residency.
5. Check if accurate and click the “Submit/Register” button at the bottom of the page to submit the form.