

Receiving payments through Paymode-X is as easy as 1, 2, 3!

1. Enroll

- Start the enrollment process by going to www.paymode.com/join. If your customer provided a specific webpage to use, please use their link instead.
- On either page, click the green **'Join Now'** button.
- Follow the prompts to provide all necessary company information including:
 - Company Name
 - Address
 - Tax ID
 - Banking Information

** Please be sure you provide a valid phone number that can receive either a phone call or text message to complete multi-factor authentication, one of many security features within Paymode-X.*

- Once your enrollment has been submitted, you will be prompted to provide a bank document to assist us in authenticating your account. Please upload a voided check, bank statement or bank letter.
- As a final confirmation, you will receive an email containing your submitted enrollment information.

2. Activate

- Our team of Risk Specialists will review your enrollment and verify a number of items to validate enrollment.
- These items are, but not limited to, verifying banking information, company name, address and tax ID through reputable third party sources, including your customer.
- If additional information is needed to complete the authentication process, a member of our team will reach out to you.
- Once your membership has been fully authenticated, you will receive an email confirming membership is active.

3. Receive Payments

- After your membership is active, we will communicate with your customer to advise your membership is ready to receive electronic Paymode-X payments.
- Your customer will update their system and begin processing electronic Paymode-X payments to you.
- If at any time an additional customer would like to pay you, there is no need to complete this process again. Simply call Paymode-X Member Services to request the customer be added to your existing setup.

For any questions regarding this process, please contact Paymode-X Member Services, 1-877-443-6944 (M-F 8am-8pm ET), memberservices@paymode-x.com Monday through Friday, except US Bank holidays.



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