Independent Contractor Yearly Requirement Instructions

1. Navigate to www.PaymentWorks.com and click “Sign In”.
2. Sign in with your username and password. If you do not know your password, please click “Forgot Password”. You will want to make sure the email address you use to log in is the email address that you used to create your PaymentWorks account.

3. Click on the “Connect” tab.

4. Select the “Bowling Green State University” registration to open the original registration data that was completed. Please note, the status will show “complete” from the previous submission.

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5. Make sure that no is selected for “Are you receiving an award or prize?”

6. Make sure that yes is selected for “Will you be providing services to BGSU?” in order for the OPERS information to appear.

7. Please complete and sign a new OPERS form for the services you are providing to BGSU in the section below. Make sure you upload the completed OPERS form to your registration by clicking “Choose File”. The State of Ohio requires BGSU as a public employer to collect this form. OPERS requires the social security number to be provided by the independent contractor to ensure they are not receiving OPERS or other retirement system benefits. Please reference the OPERS Instructions if you need assistance completing, signing & attaching this form.

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8. Upload your new agreement for these services in the section below. Your department contact who hired you for these services should email you the agreement. The agreement should be signed by you, BGSU & contain an attachment describing the services.

*Both documents need to be uploaded to their appropriate fields simultaneously before clicking “Submit”.

9. Scroll to the bottom of your registration and click “Submit”. Your documents will route through BGSU for review. If you have any questions, please reach out to your department contact on the status of your submission. The independent contractor process goes through several approvers within BGSU so this may take up to 2 weeks or more to be completed.