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”. If “Forgot Password” is unsuccessful, please reach out to support@paymentworks.com for assistance.
3. Click on the “Connect” tab.
4. Select the “Bowling Green State University” registration to open the original registration data.
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.
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.

   Please upload your OPERS form

   This form must be completed and signed by all individuals providing services to BGSU. Please attach both pages of the form as one document below. If you need assistance completing the OPERS form electronically, please use this link for instructions: https://www.bgsu.edu/content/dam/BGSU/purchasing/documents/PaymentWorks/OPERS-Adobe-Sign-instructions.pdf

   The form you will need to complete is available here: http://nait.documents.adobe.com/public/esign.Widget?wd=CBFC1BAA3AAA5BBbQ8h2b66NfA0a1MMP7q4g1CDTRjSF-PeRH-cfT5szQq5Y8mEy2weO8661QY5abMZPE

   [Choose File] No file chosen

   Please upload your Independent Contractor Agreement

   Attach your executed agreement upon request. This is not required. BGSU will reach out to let you know if it is required.

   [Choose File] No file chosen

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.