How to Bookmark Your PaymentWorks Login

If you log into PaymentWorks and bookmark your page, it will not work the next time you click the bookmark to login. This is because when you logged in originally the link in your browser changed from the special link to <u>www.paymentworks.com</u>. If you click this link you will get PaymentWorks' standard login page, instead of using SSO:

PaymentW9rks		HOW IT WORKS	GET STARTED	ABOUT US	SIGN IN	Suppliers
	Sign In					
	Email					
	Password					
		SIGN IN				
		Forgot password	7			
		Join PaymentWor	ks			

Login to PaymentWorks

The PaymentWorks login uses Cornell's Single Sign On (SSO). To log into PaymentWorks using SSO, you must use this link: www.paymentworks.com/login/saml/?idp=cornell

To bookmark the correct page, follow these steps:

In Firefox:

- Use the special link to log into PaymentWorks using SSO: www.paymentworks.com/login/saml/?idp=cornell
- 2) After you log in, click the bookmark icon in your browser to bookmark your page
- 3) Find the bookmark you just created, right click on it, and select Properties.

Properties for "PaymentWorks"						
<u>N</u> ame:	PaymentWorks					
Location:	http://www.paymentworks.com/login/saml/?idp=corne					
<u>T</u> ags:	Separate tags with commas					
Keyword:						
<u>D</u> escription:	Enabling large and mid-sized companies to exchange information securely with suppliers to ensure efficiency throughout the invoice to pay process.					
🗌 Load t <u>h</u> is	bookmark in the sidebar Save Cancel					

- 4) Copy the special link and paste it into the Location field of the Properties window
- 5) Save your edit

In Chrome:

- 1) Use the special link to log into PaymentWorks using SSO: www.paymentworks.com/login/saml/?idp=cornell
- 2) After you log in, click the bookmark icon in your browser to bookmark your page
- 3) Find the bookmark you just created, right click on it, and select Edit

Edit bookmark							
Name	PaymentWorks						
URL	https://www.paymentworks.com						
	Bookmarks bar Other bookmarks						
New	folder	Save	Cancel				

- 4) Copy the special link and paste it into the URL field of the Edit bookmark window
- 5) Save your edit