**What is an ePayment Request?**
EPayment requests can include any non-employee online payment requests outside the PO Process. There are five types of requests: Non-Travel, Travel Advance, Travel Expense-Domestic, Travel Expense-International, and Petty Cash Reimbursements. Employee Travel and Employee Reimbursements, excluding Advances, should continue to be processed through the GEMS system.

**Who can I pay?**
Depending on the type of request, you can pay authorized vendors, contractors, U of C employees and students, and campus visitors. All payees are referred to as vendors in the AP system.

**How do I submit a request?**
In your internet browser:
1. Go to: https://epayment.uchicago.edu
2. Type your CNetID and Password (password is case sensitive), and press Enter or click Login.
3. Select who you want to pay from the drop down.
4. Select the type of payment.
5. Click Continue.
6. On the Payment form, you will complete all fields marked with a red asterisk, and any other applicable fields. Leave the Control Number field blank.
7. Make sure contact information is correct. This information can be changed to another individual if the requestor does not wish to receive inquiries on this request.
8. Enter a vendor by performing a vendor search (see instructions on next page).
9. Include a brief Check Description.
10. In the Payment Details field, enter the FAS account number and select an Expense type (this populates the Sub Account number, which you can modify).
11. Enter the Amount (ex: 125.00).
12. Carefully select an appropriate Authorized Signer from the drop down.
13. Click Update Check Total button.
14. Repeat steps 10-13 to add additional payments to this request. All payments must be to a single vendor.
15. If the request does not require documentation, check By checking this box, I certify...
16. Click Proceed to Next Action. If you see red error messages, correct the indicated entries and try again.
17. Attach any supporting documents such as invoices, receipts, W-9, debarred vendor, utility bills, etc. You can either attach documents electronically or fax them in with a fax cover page.
18. After attaching documents, click Complete.

**Filling out the Form**
- Leave Control Number blank; for PPS use only
- Verify contact info. Enter contact number
- Search for and enter a Vendor name
- Vendor information will appear here
- Enter a check description
- Select handling instructions or Special Handling
- Special Handle: add a department to the approval chain
- Courtesy Forward: type an email address to forward request to another employee for viewing only

**Helpful links**
- Verify contact info.
- Enter contact number
- Search for and enter a Vendor name
- Vendor information will appear here
- Enter a check description
- Select handling instructions or Special Handling
- Special Handle: add a department to the approval chain
- Courtesy Forward: type an email address to forward request to another employee for viewing only

**Printing the ePayment Request Quick Reference Card**
University of Chicago Financial Services Email ePayment@uchicago.edu
Searching for a Vendor

To Search by Vendor number
1. Type the complete vendor number, if you know it.
2. Click the Vendor Search button.

To Search for Vendor name
1. Type an asterisk (*) and then the first four or five letters of the vendor name followed by another asterisk (*), which is a wildcard.
2. Click the Vendor Search button.

If there is a match for your vendor, click the Select button next to the vendor.

If there is No Match for your vendor, type the full name of the vendor in the Vendor Name field, then click the No Match button.

For no match, Financial Services will double check our system to locate and assign a vendor to your request and if needed, we will add a new vendor to our system.

Please attach a W9 form for all new vendors.

Entering Payment Details

Enter account number and select the Expense Type
Select an Authorized Signer
Click here to add payment to check total
Payment summary information
Select only if attachments are not required
Click here when you are ready to proceed

Attaching supporting documents and enclosures

Select either Attachment or Enclosure
Note: Enclosure option only appears if you selected ‘Mail with Enclosure’
Important: Include the control number at the top of the page on all enclosures

Attach electronic documents and enclosures by clicking Browse, locating and selecting the file

With the file selected, click Upload

In lieu of attaching documents, you may fax your attachments or enclosure by clicking the appropriate button, printing the fax cover page, and faxing to the number on the fax cover page.

After attaching or faxing documents, click Complete

University of Chicago Financial Services | Email ePayment@uchicago.edu