



Sponsor
Payments
Made Easy

Powered by **flywire**

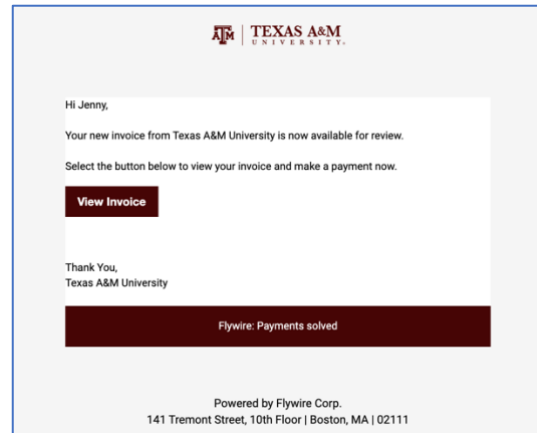
Announcing Texas A&M University's new invoicing solution for Third-Party Sponsors!

- Access easy-to-read invoices with seamless, secure payment options direct from the invoice
- Easily edit the payment amount directly on the invoice with updates visible by Texas A&M
- Create your own login credentials to manage invoice and payment records
- After account creation, quickly add additional users from your office for transparency

All third-party sponsor invoices are sent via email from: "Texas A&M University <no-reply@flywire.com>" email address. Once received, you can easily view invoices and create login credentials to our new invoicing solution (*powered by Flywire*) to seamlessly manage all Texas A&M invoices and your payments, all in one place.

How to view invoice and create your account:

1. You will receive an email from: "Texas A&M University <no-reply@flywire.com>".

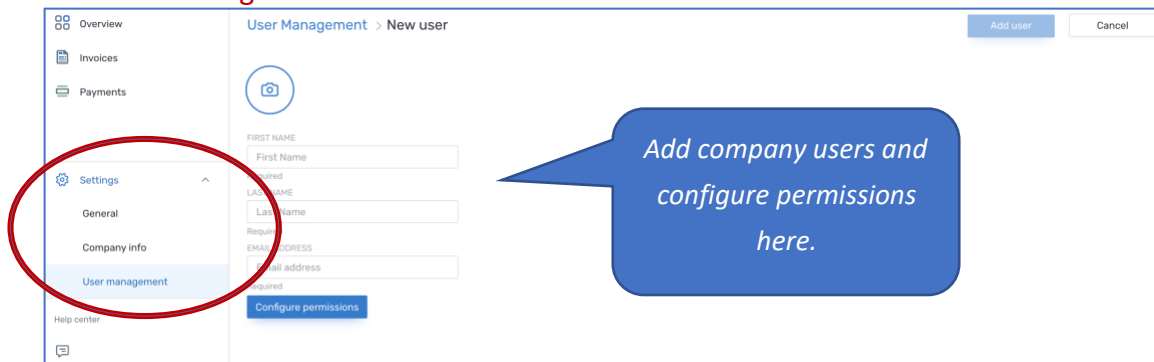


2. Create your account by completing the information displayed including creating your password. Agree to the Terms and Conditions by checking the BOX. Click "Sign-up".

NOTE:

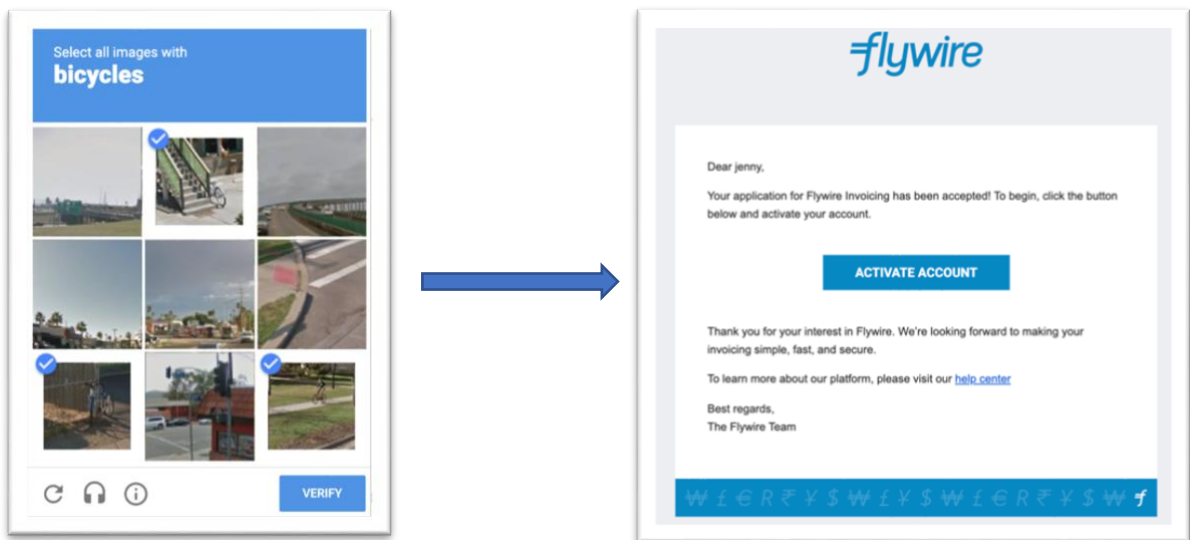
For security purposes, You **MUST USE THE EMAIL ADDRESS ON FILE** to create your account. This is the email address from Texas A&M that was used to deliver the invoice.

TO ADD USERS: DO **NOT** FORWARD your email. Once you create your access, you can add other users at your organization under "**Settings - User management**" menu so they can also view and manage invoices.

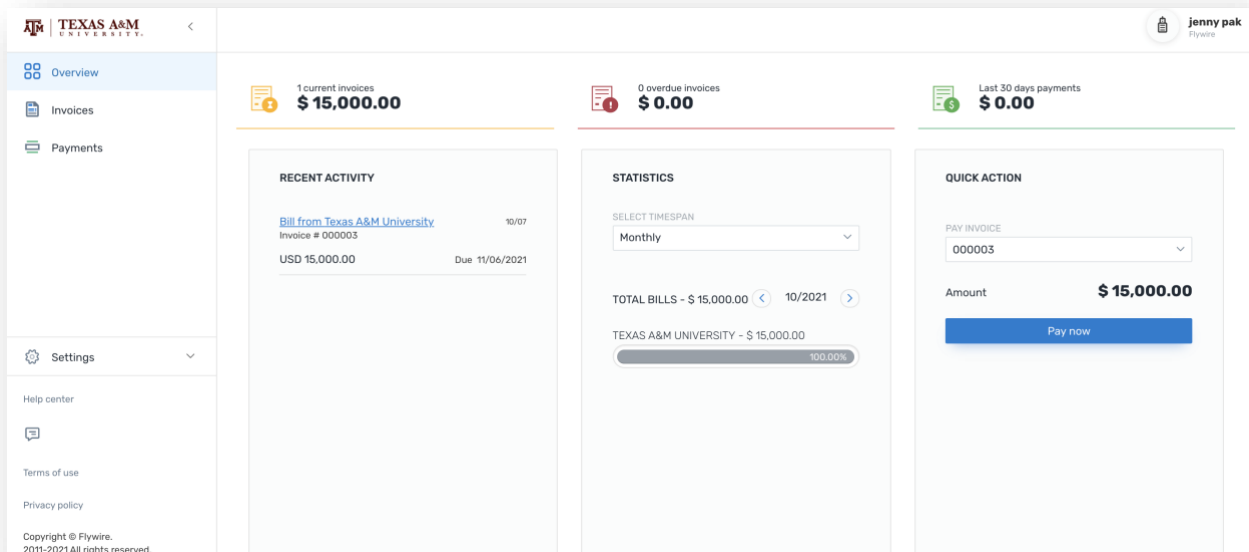


3. For added security, confirm the images you see on the screen that match the description provided at the top (in the blue box), and click "VERIFY". Upon success, you will receive a

secondary email to complete the setup. Check your mailbox for an email from no-reply@flywire.com with a sub: “Activate your Flywire Invoicing account”. Click “**ACTIVATE ACCOUNT**” to access your invoice and payment dashboard.



4. Your new dashboard:



Menu items include:

- **Overview:** provides snapshot summary with easy action
 - **Recent activity** – displays the recent invoices received

- **Statistics** – provides statistical summary of your invoices by desired timespan
- **Quick action** – enables you to select unpaid invoices to make payments immediately
- **Invoices:** provides view of all invoices received. Click to select invoice to view detail and pay unpaid balance
- **Payments:** lists all payments you've made on your invoices
- **Settings:** provides access to your personal settings
 - **General** – update the Date format shown and “number appearance”
 - **Company info** – update your company information
 - **User Management** – access to add users from your organization and set their permission level
 - To update your personal account settings including language display and set notifications, click on your name at the TOP RIGHT of the screen

Payment Options Available:

Payment options displayed varies on your location.

- **For sponsors based in U.S., options include:**
 - E-CHECK
 - Credit card (USD)
- **For countries outside of U.S., international payment option is provided:**
 1. **Select your country** (where your account is)
 2. **Select your payment method:** choose a payment method from the options provided (for most countries and territories, options may include local currency bank transfer, online, and your currency credit card options; USD payment option is also available)
 3. **Enter your payer details:** your company information
 4. **Make your payment:** follow the instructions provided to send funds via bank transfer or enter online or credit card information and complete your payment transaction for processing and sending by Flywire to Texas A&M
 5. **Track and Confirm:** track payments on your dashboard at any time

For all our International Sponsors, we've got you covered!

For assistance with international payment, please contact Texas A&M University's international customer support team: www.flywire.com/support

Additional international phone numbers available: <https://www.flywire.com/company/call-us>

