



Dear Valued Supplier,

Re: New Payment Process

We are pleased to inform you that we have a new electronic disbursement program, *acompay*[™], which will eliminate paper checks and streamlines the payment process for our respective organizations. We have partnered with MasterCard and ACOM Solutions to enable all future payments to be made electronically via our new V-Card program, which is explained in more detail below.

How does the V-Card program work?

When your payment is due, ACOM Solutions, our payment processor, will send you an email notification that a payment is ready to be processed. It will include detailed remittance information, the amount of the payment and the V-Card number, which is pre-authorized for the exact payment amount. The V-Card is not a physical card but a single use MasterCard number, which you process like any MasterCard transaction.

What are the benefits?

- Faster receipt of funds
- Detailed remittance information provided for easy reconciliation
- V-Card Payment is more secure with reduced exposure to check fraud

What are the next steps?

Please email or fax the attached V-Card Processing Form. Upon receipt, you will receive an email confirming your e-payment participation and explaining the virtual card payment process in more detail. If you cannot accept MasterCard payments, have any questions or would like to learn more about our V-Card program, please contact our payment processor, ACOM Solutions, at (800)243-7055 or VCards@acom.com. A representative from ACOM Solutions will reach out to you shortly to confirm your participation and answer any questions you have.

Sincerely,



Lisa Lopez

Chief Business Officer

Credit Card Acceptance Form



Please fill out the form below so University of Western States can begin paying you sooner with a virtual MasterCard payment each time your invoices are due.

Simple Enrollment Instructions:

Please perform any of the following:

- Email vcards@acom.com the information below and include all fields in the body of the email and reference University of Western States in the subject line.
- Fax this form to 562-444-0445

Please provide the information below.

Company Name: _____

Contact Name and Title: _____

Phone Number: _____ Remittance Email Address: _____

*An e-mail address is required for the payment notification.

If you have any questions, you may contact the Business Office at University of Western States:
businessoffice@uws.edu

Please Note: You must have the capacity to accept credit card payments (e.g., Square) to enroll

Payment Processor: ACOM Solutions, Inc. 2850 E. 29 St. Long Beach, CA 90806

acompay[™]