

Non-Employee Honoraria Payments – Candex

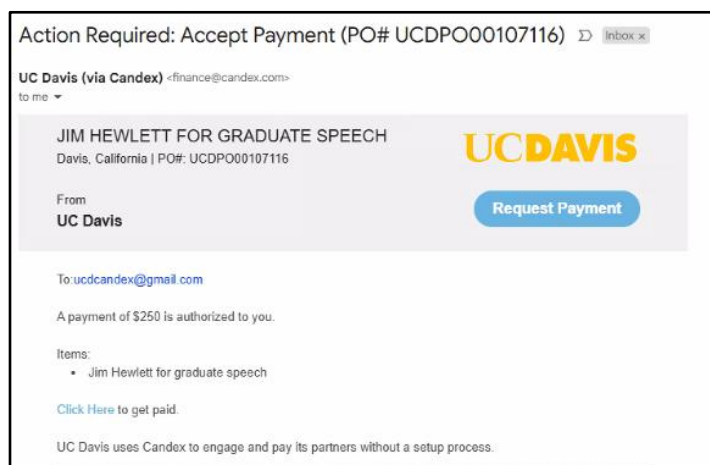
Receiving an Honorarium Payment from University of California Agriculture & Natural Resources

Note: Please allow time for processing and approval. From the time of invoice, the following process can take from 2-8 weeks (10-40 business days) for you to receive your payment. It is all dependent on your response rate with Candex.



Also note that you will see UC Davis on the correspondence; while UC Agriculture & Natural Resources (ANR) is its own campus within the UC System, ANR uses UC Davis systems like Candex.

1. You will receive an automated email notification from Candex (finance@candex.com) advising that a payment has been issued to you. Check your spam/junk folders as needed to ensure that you don't miss the notification.



The email will include:

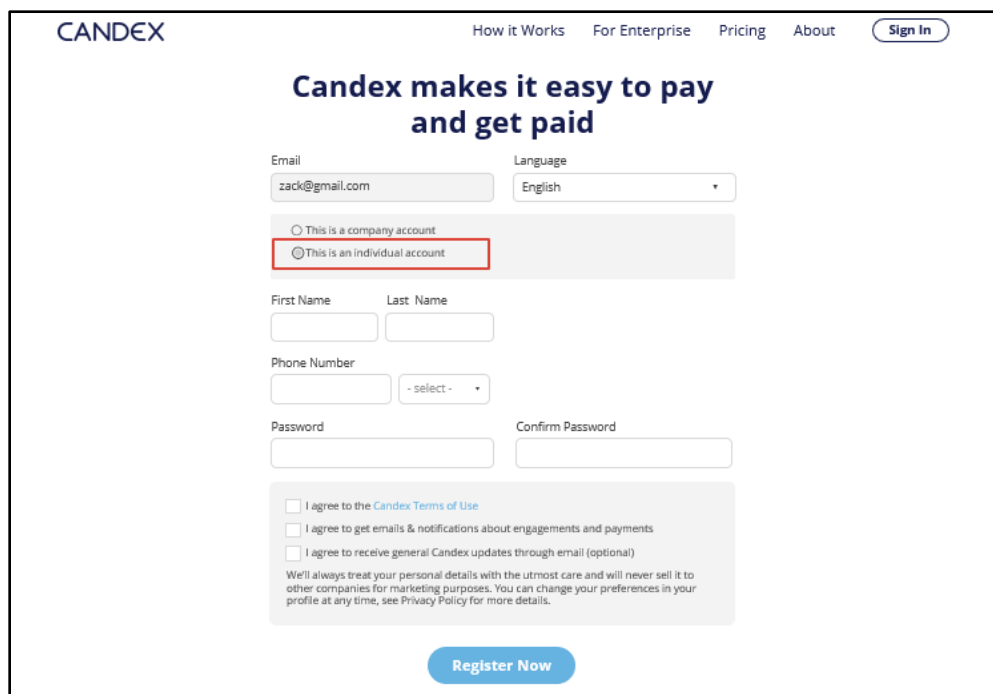
- a. University of California,
- b. The UC ANR employee's name as the Requester, and
- c. Description of services provided on the Requisition.

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2. The email will include a link for you to register.

When registering, select the option for "individual account." After registering, log in to the secure Candex platform to accept the Candex terms and conditions and complete the process of receiving the payment.

Note: *If you've previously been paid via the Candex platform, you can simply log in and confirm/verify your banking details.*



The screenshot shows the Candex registration page. At the top, the Candex logo is on the left, and navigation links for 'How it Works', 'For Enterprise', 'Pricing', 'About', and a 'Sign In' button are on the right. The main heading reads 'Candex makes it easy to pay and get paid'. Below this, the registration form includes an 'Email' field with 'zack@gmail.com' and a 'Language' dropdown set to 'English'. Two radio buttons are present: 'This is a company account' and 'This is an individual account', with the latter highlighted by a red rectangle. The form also has fields for 'First Name', 'Last Name', 'Phone Number' (with a country code dropdown), 'Password', and 'Confirm Password'. At the bottom, there are three checkboxes for agreeing to terms, receiving emails, and receiving updates, followed by a privacy policy statement and a 'Register Now' button.

CANDEX

How it Works For Enterprise Pricing About Sign In

Candex makes it easy to pay and get paid

Email: zack@gmail.com Language: English

☐ This is a company account
☒ This is an individual account

First Name: Last Name:

Phone Number: - select -

Password: Confirm Password:

☐ I agree to the [Candex Terms of Use](#)
☐ I agree to get emails & notifications about engagements and payments
☐ I agree to receive general Candex updates through email (optional)

We'll always treat your personal details with the utmost care and will never sell it to other companies for marketing purposes. You can change your preferences in your profile at any time, see [Privacy Policy](#) for more details.

Register Now

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3. Next, you will see a screen that contains the Billing Information.

In each case, the **Pay To** section will display Candex as the Bill To entity to be billed. The **Deliver To** area displays the name of the UC ANR employee who processed the request on behalf of the payee (you). Click the Submit button to continue the payment process.

Note: *The payment will be made to the individual listed as the payee and NOT delivered to the UC ANR employee.*

The screenshot shows a mobile browser interface for the Candex website. The address bar displays 'candex.com'. The page title is 'Request Payment'. Below the title, it says 'Payment to Research participant [redacted] for UC Davis Health Language [redacted]'. The PO# is 'UCDPO00127727 | UC Davis'. There are two buttons: 'Invite Finance' and 'View Terms'. A paragraph of text explains the payment process: 'After you request payment and Candex verifies your banking information, Candex will invoice Buyer. Payment terms are 5 days from the date Candex invoices Buyer and Candex will pay you within 3 business days of receiving payment from Buyer.' Below this, there is a section titled 'Pay to required' with two columns of information: 'Bill to:' and 'Deliver to:'. The 'Bill to:' information is for Candex Solutions, Inc. at 420 Lexington Ave, Ste 300, New York, NY 10170, US, with TAX #: 45-2805653. The 'Deliver to:' information is for a redacted name at 2000 Stockton Blvd, MS44368 RM 1002, Sacramento, 95817, CA, US. At the bottom, there is a table with one row labeled 'Item' and the text 'Designate the "Pay to" and complete process.' Below the table are two buttons: 'Submit' and 'Skip for now'.

7:24 PM Mon Feb 10

candex.com

Request Payment

Payment to Research participant [redacted] for UC Davis Health Language [redacted]

PO#: UCDPO00127727 | UC Davis

Invite Finance View Terms

After you request payment and Candex verifies your banking information, Candex will invoice Buyer. Payment terms are 5 days from the date Candex invoices Buyer and Candex will pay you within 3 business days of receiving payment from Buyer.

Pay to required

Bill to:
Candex Solutions, Inc.
420 Lexington Ave, Ste 300
New York, NY 10170, US
TAX #: 45-2805653

Deliver to:
[redacted]
2000 Stockton Blvd, MS44368 RM
1002
Sacramento, 95817
CA, US

Item

Designate the "Pay to" and complete process.

Submit Skip for now

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4. Next, the payee enters banking details that will be used to electronically deliver the payment to the designated bank account.

Add Detail (1 of 2)

Entity	Bank Details
Name	Bank Name
Country United States	Bank Country United States
Address	Currency USD
City	Account Holder
Zip Code	Account #
Tax Classification select	ACH Routing#
W9 Upload File	+ Add intermediary bank

Add

5. If you have no bank account, then the payee is to enter all 'X's in the bank account number and routing number fields, then email support@candex.com to request a check.

References:

[Business Operations Center \(BOC\) Honoraria Webpage](#)

[UC Davis Knowledge Base](#)