

Research Participant – Candex

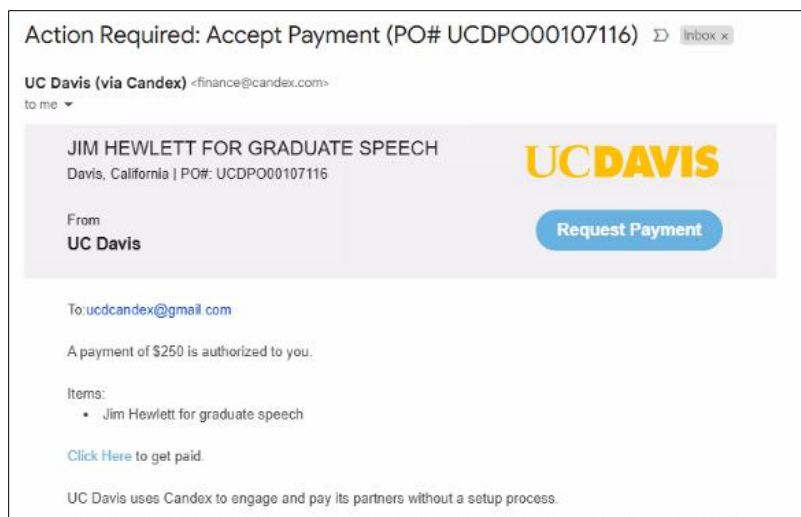
Receiving an Honorarium Payment from University of California Agriculture & Natural Resources



Note: Please allow time for processing and approvals. 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.



The email will include:

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

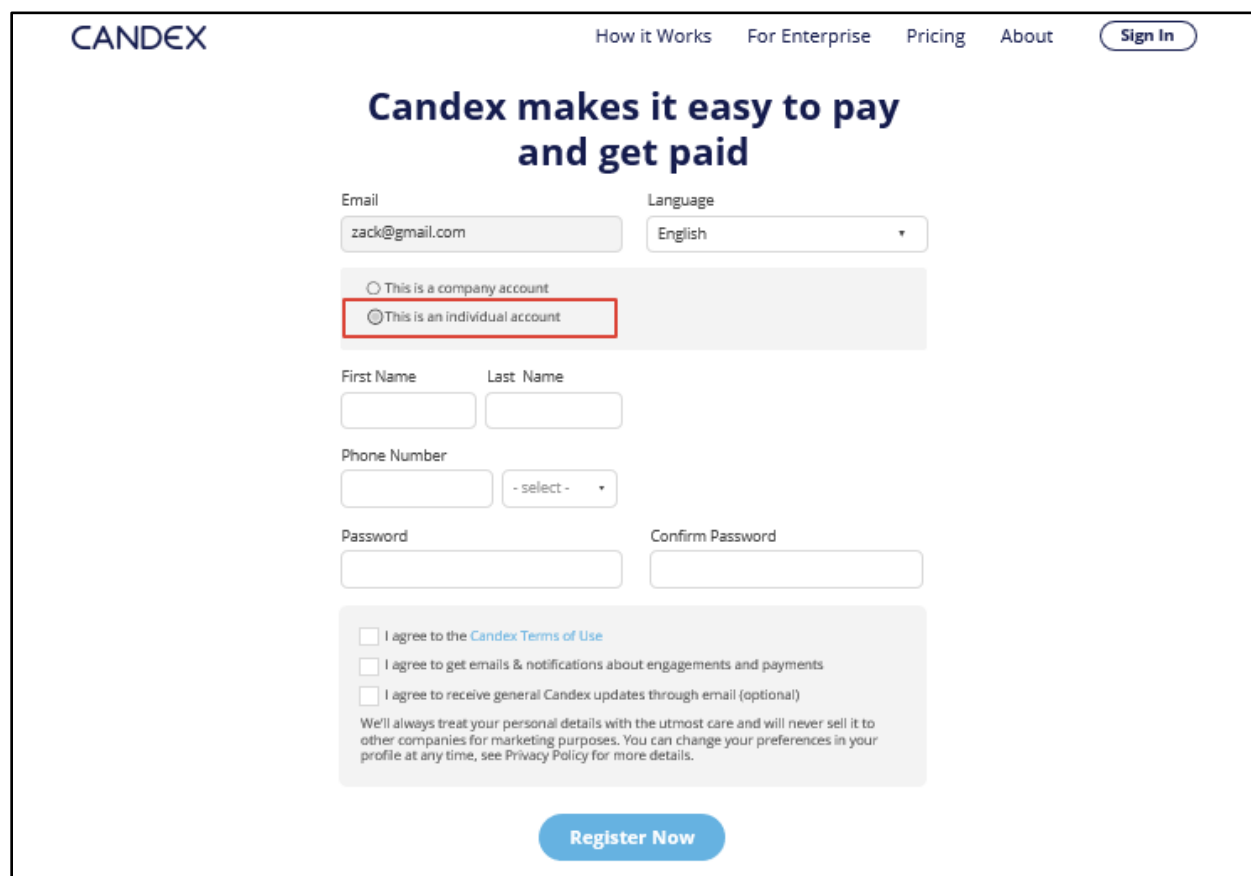
You will receive an email notification from Candex for the payment. Please check spam/junk folders as needed to ensure that you don't miss the notification.

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2. The email will include a registration link.

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, 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 is a registration form. The "Email" field contains "zack@gmail.com" and the "Language" dropdown is set to "English". There are two radio button options: "This is a company account" and "This is an individual account", with the latter being selected and highlighted by a red rectangle. Below these are fields for "First Name", "Last Name", "Phone Number", and a "- select -" dropdown. Further down are "Password" and "Confirm Password" fields. At the bottom of the form are three checkboxes for agreeing to terms, receiving emails, and receiving updates. A "Register Now" button is at the very bottom.

CANDEX

How it Works For Enterprise Pricing About Sign In

Candex makes it easy to pay and get paid

Email Language

zack@gmail.com 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 Davis employee who processed the request on behalf of the payee (you).

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

7:24 PM Mon Feb 10

candex.com

Request Payment

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

PO#: UC DPO00127727 | 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, enter your banking details that will be used to electronically deliver the payment to the designated bank account.

The screenshot shows a web form titled "Add Detail (1 of 2)" with a close button (X) in the top right corner. The form is divided into two main sections: "Entity" and "Bank Details".

Entity Section:

- Name: Text input field.
- Country: Dropdown menu with "United States" selected.
- Address: Text input field.
- City: Text input field.
- Zip Code: Text input field.
- Tax Classification: Dropdown menu with "select" as the placeholder.
- W9: A dashed box containing an "Upload File" button with a cloud icon.

Bank Details Section:

- Bank Name: Text input field.
- Bank Country: Dropdown menu with "United States" selected.
- Currency: Dropdown menu with "USD" selected.
- Account Holder: Text input field with a question mark icon.
- Account #: Text input field with a question mark icon.
- ACH Routing#: Text input field with a question mark icon.
- + Add intermediary bank: Link with a question mark icon.

An "Add" button is located at the bottom right of the form.

5. **If the 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:

[UC Davis Knowledge Base](#)