

Dear \_\_\_\_\_,

We are submitting payment for you through Candex to ensure that you are paid as quickly as possible. You will receive an email from Candex to set up and complete the payment request through the Candex platform. Please note that all payment and other order terms are determined by Tulane University.

**Benefits of working with Candex:**

- **Fast & Simple** – only 1 minute registration and if you already have a Candex account you can just log in to complete the transaction
- **Easy & Innovative** - User-friendly portal with real-time updates and transparent payment schedule
- **Secure** - your data is protected with industry-standard security measures and encryption protocols
- **Candex has you covered** - a designated support team available to help answer your questions

**How does it work:**

- You will receive an email from Candex informing you that you have a payment authorization from Tulane University on the Candex platform, with a link to request your payment
- You register, accept Terms & Conditions, and add your payment details
- You submit your payment request
- Candex validates your information and runs standard compliance screening. When everything is clear, funds are transferred to you. This usually takes about a week.

**Need Help?**

If you need any support throughout, please feel free to reach out to [support@candex.com](mailto:support@candex.com). Please note that you can change your language settings on the platform when you register.

Should you have any questions about the process, please do not hesitate to reach out.

Employee Name  
Signature