

U.S. Resident Payment Request

User Guide

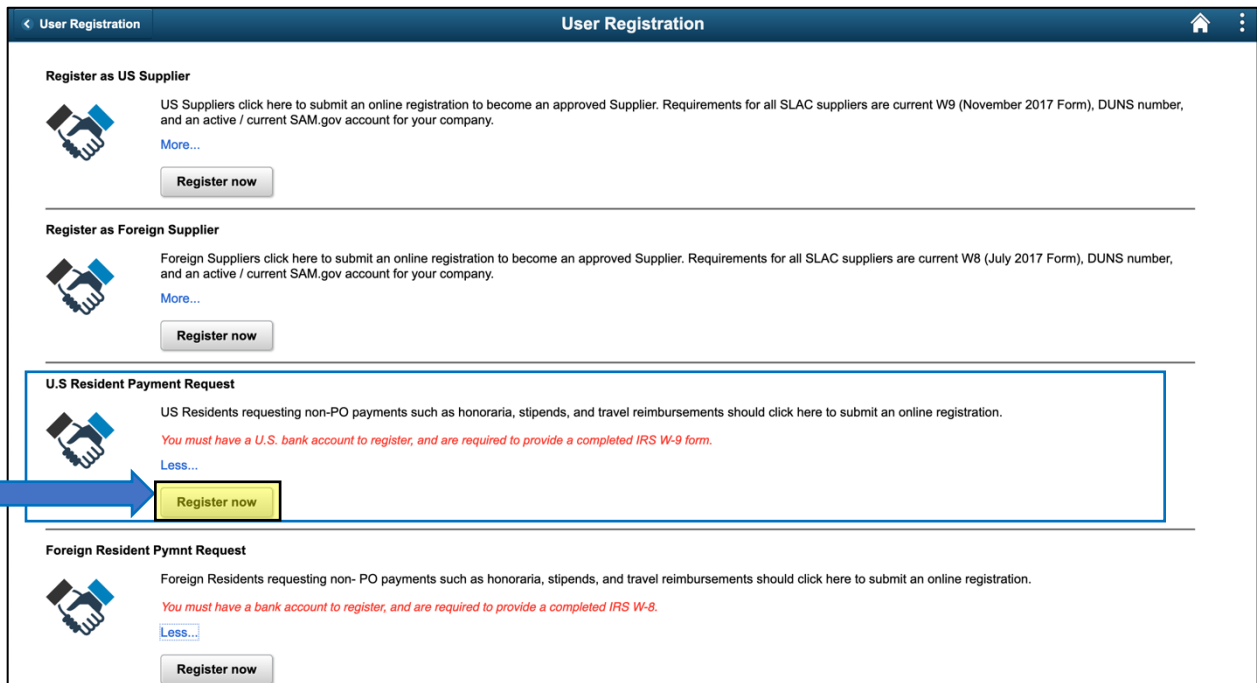
If you are a U.S. Resident, start at step 1 of this User Guide. If you are a Foreign Resident, refer to the [Foreign Resident Payment Request User Guide](#).

1. From the SLAC [Supplier Public Home Page](#), please click on the “User Registration tile”.



2. Choose and click the U.S. Resident Payment Request “Register Now” button.

Note: This option is for US Residents requesting non-PO payments such as honoraria, stipends and travel reimbursements. You must have a U.S. bank account to register, and are required to provide a completed [IRS W-9 form](#) (unless you are requesting a travel reimbursement).



The screenshot shows a web page titled "User Registration" with a navigation bar at the top. The page is divided into four sections, each with a handshake icon and a "Register now" button. The "U.S Resident Payment Request" section is highlighted with a blue border and a blue arrow pointing to its "Register now" button. The text in this section reads: "US Residents requesting non-PO payments such as honoraria, stipends, and travel reimbursements should click here to submit an online registration. You must have a U.S. bank account to register, and are required to provide a completed IRS W-9 form." The other sections are "Register as US Supplier", "Register as Foreign Supplier", and "Foreign Resident Pymnt Request".

3. Please disregard the type of entity you represent, as it is auto filled for you as "Business". Click "Next"

Welcome - Step 1 of 6

Complete all pages. Use navigation buttons to move between steps or "Save for Later" to save your work. You will need to provide a valid email address and create a password (min of 8 characters, incl. 1 capital letter, 1 number and 1 special character)

If you have any questions or feedback on the registration process, please email: travel@slac.stanford.edu

Please disregard the type of entity you represent, it is auto filled for you as "Business".

Click Next.

Select an activity below: ?

Start a new registration form

What type of entity do you represent?

Business

Individual

Continue from where you left

* Required field

4.

Social Security Number: Input without dashes (e.g., 123456789)

Entity Name: Input your legal name (e.g., Mark Jones)

Entity Organization Type: Based on the payment request, choose one of the following:

- **Travel**-Reimbursements for travel expenses that cannot be paid via Concur.
- **Stipend**- A stipend is given to support someone while undergoing training or learning and isn't considered compensation for work performed.
- **Honorarium**- A gratuitous payment made as a gesture of goodwill and in appreciation to speakers or participants in special SLAC events.

Under Profile Questions:

Box 1-

- If you are a U.S. resident and requesting an Honorarium or Stipend as a form of payment, click on the magnifying glass located on the right side of box 1 and select **"Yes."**
 - Attach a completed [IRS \(Internal Revenue Service\) W-9 form](#) by clicking **"Add attachment"** in the Unique ID & Company Profile section.
 - You can obtain a blank W-9 form from the IRS website [here](#). For a short IRS instructional video on how to complete a W-9 form, please [click here](#).
- If you are a U.S. resident seeking travel reimbursement, click on the magnifying glass located on the right side of box 1 and select **"Not Applicable."**
 - A W-9 form is not required for travel reimbursements.

Identifying Information - Step 2 of 6

- Input SSN without dashes (e.g., 123456789)
- Entity Name: Input your full legal name
- Entity Organization Type: Travel (Payment for travel expenses), Stipend (Financial support to students), Honorarium (Payment to speakers/participants at SLAC)

Unique ID & Company Profile

* Social Security Number
* Entity Name **Add Attachment**
* Entity Organization Type
Additional Name **Open URL**
http://URL

Profile Questions

* If you are a U.S. resident and requesting an Honorarium or Stipend as a form of payment, click on the magnifying glass located on the right side of box 1 and select Yes.

Attach a completed IRS (Internal Revenue Service) W-9 form by clicking Add Attachment in the Unique ID & Company Profile section.

You can obtain a blank W-9 form from the IRS website here (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>).

If you are a U.S. resident seeking Travel reimbursement, click on the magnifying glass located on the right side of box 1 and select Not Applicable.

A W-9 form is not required for travel reimbursements.

Look Up List

Question ID 250
List Line Number =
List Item begins with

Look Up **Clear** **Cancel** **Basic Lookup**

Search Results

View 100 First 1-3 of 3 Last

List Line Number	List Item
1	Yes
2	No
3	Not Applicable

Comments

* Required field

Exit **Save for Later** **Previous** **Next**

How to add attachments:

- Select “Add attachment” in the Unique ID & Company Profile section.
- Select Upload
- Select Choose File and then select upload to attach the document
- To attach more documents, select “+”
- To delete a row select “-”

Identifying Information - Step 2 of 6

Exit Save for Later Previous Next

- Input SSN without dashes (e.g., 123456789)
- Entity Name: Input your full legal name
- Entity Organization Type: Travel (Payment for travel expenses), Stipend (Financial support to students), Honorarium (Payment to speakers/participants at SLAC)

Unique ID & Company Profile ?

* Social Security Number

* Entity Name

* Entity Organization Type

Additional Name

http://URL Open URL

Add Attachment

Attach more documents select +
To delete a row select -

Attachment Description	Attached File	Upload	View
1		Upload	View + -

Return

Add Attachment

File Attachment

Choose File No file chosen

Upload Cancel

Add Attachment

File Attachment

Choose File W-9 Form.pdf

Upload Cancel

5.

Primary Address – Only the **yellow** highlighted areas below need to be completed.

- **Address 1:** List your house number first followed by the name of the street. If you have an apartment number this will go at the end of your street address, but on the same line. Sometimes this will be referred to “Apt.”
- **City:** Provide the name of the city in which you reside.
- **Postal:** List your 5-digit zip code followed by a dash (-) and four zeros (0000)
 - Example 95112-0000
- **State:** Click the magnifying glass next to the box labeled state and select the state that correlates with your address.
- **Email ID:** Enter your primary email address in this section. All notifications regarding this payment request will be sent to this email address, please ensure accuracy.
- **Click Next**

Addresses - Step 3 of 6

Exit Save for Later | Previous Next

- Address 1: List your house number and street name
- Postal: List your 5-digit zip code followed by a dash (-) and four zeros (0000) e.g., 95112-0000
- Enter City and State
- Enter your primary email ID for payment notifications
- Click Next

Primary Address ?

* Country USA United States

Address 1
Address 2
Address 3
City
County Postal
State
Email ID

Primary email address

Other Addresses ?

Check boxes below to indicate addresses that are different from your Primary Address above:

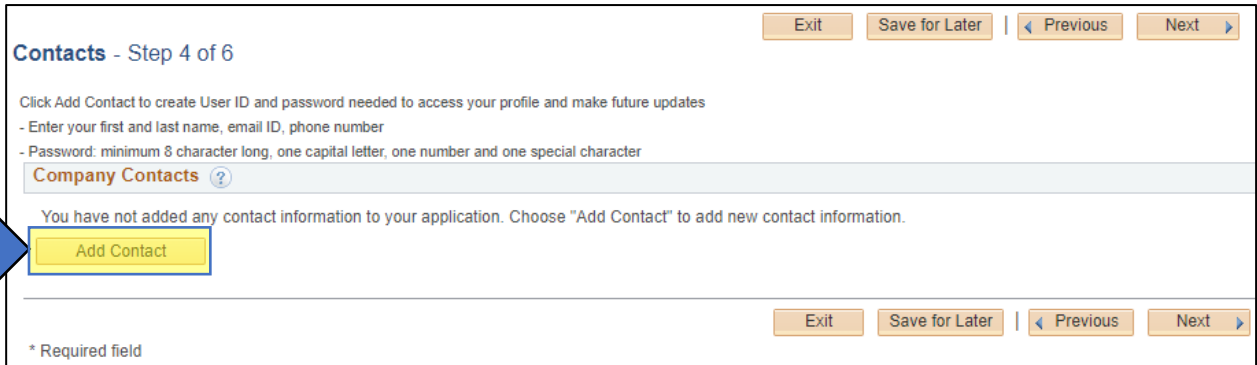
Remit To Address
Address for remitting payment

Invoice Address
Address from which you send invoice

Exit Save for Later | Previous Next

6. Please click “Add Contact” to fill out your information and to create a User ID and password.

The User ID and the password are needed for you to access your profile to make necessary modifications and updates.



Contacts - Step 4 of 6

Exit Save for Later | Previous Next

Click Add Contact to create User ID and password needed to access your profile and make future updates

- Enter your first and last name, email ID, phone number
- Password: minimum 8 character long, one capital letter, one number and one special character

Company Contacts ?

You have not added any contact information to your application. Choose "Add Contact" to add new contact information.

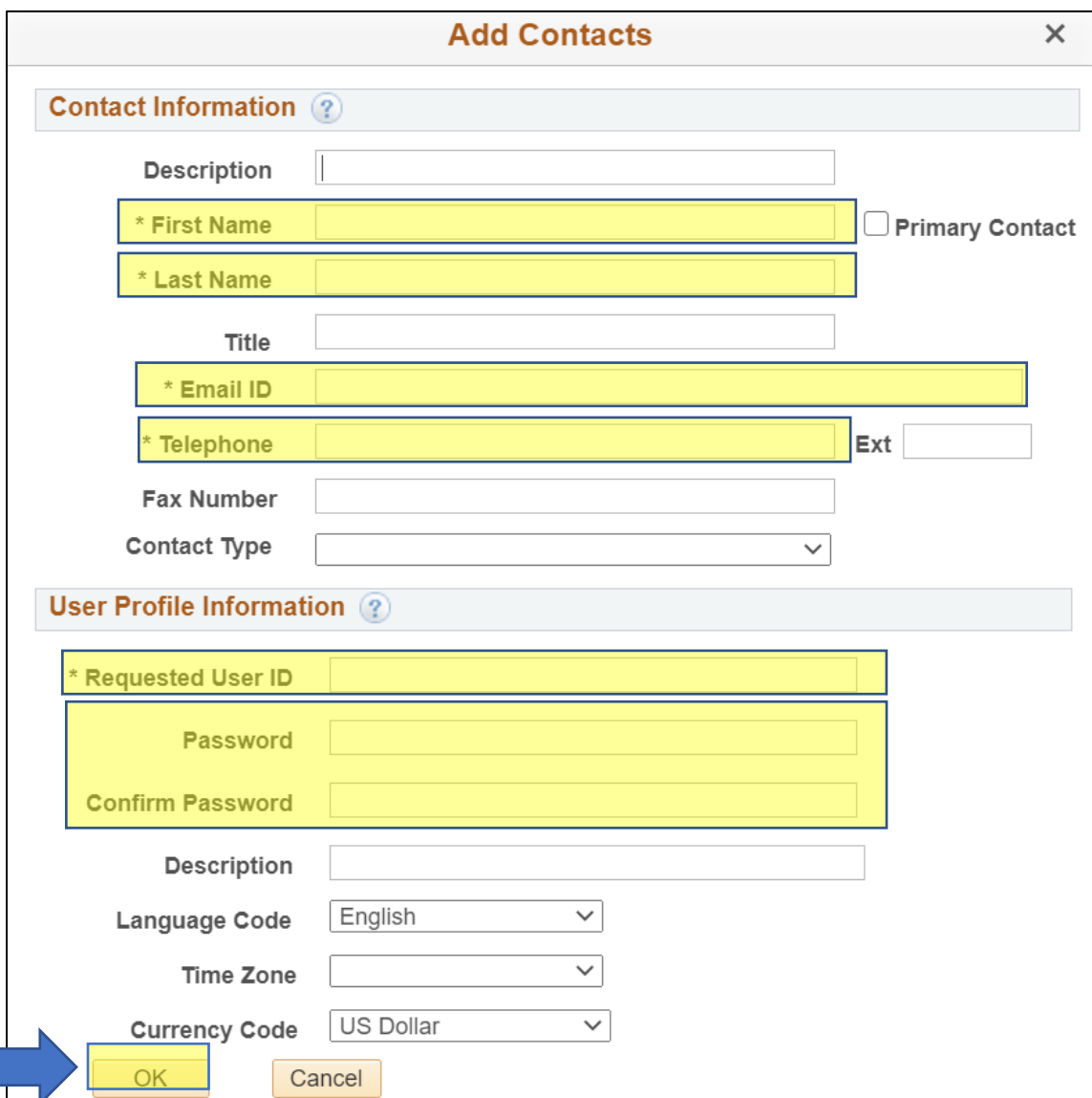
Add Contact

Exit Save for Later | Previous Next

* Required field

Only the yellow highlighted areas below need to be completed.

- Ensure the name provided matches the name on your bank account and W-9.
- **Requested User ID:** Use your email for the User ID
- **Password requirement:** minimum of 8 characters long, one capital letter, one number and one special character. You will need to create your own User ID and password to complete the Set up.
- **Click OK**
- **Click Next**



Add Contacts

Contact Information ?

Description

* First Name Primary Contact

* Last Name

Title

* Email ID

* Telephone Ext

Fax Number

Contact Type

User Profile Information ?

* Requested User ID

Password

Confirm Password

Description

Language Code English

Time Zone

Currency Code US Dollar

OK Cancel

7. If you do not need to make any changes to your “Contact Information” provided by you in #6 Click **Next**.

Contacts - Step 4 of 6 Exit Save for Later | Previous Next

Click Add Contact to create User ID and password needed to access your profile and make future updates

- Enter your first and last name, email ID, phone number
- Password: minimum 8 character long, one capital letter, one number and one special character


Company Contacts ?

Primary	Name	Phone	Designate Address	
<input checked="" type="radio"/>	Dana Guevarra	650/926-3300	Primary Address <input type="text"/>	

Add Contact

Exit Save for Later | Previous Next

* Required field



8. Only the yellow highlighted areas below need to be completed.

Payment Preferences:

- Check Enable Email Payment Advice
 - o **Email ID:** Enter the email address where you want to receive payment notifications.

For the field "Payment Method" choose only one of the following options from the drop down:

- **ACH (Automated Clearing House):** Electronic payment/Direct Deposit is SLAC's preferred method of payment.
- **System Check:** A paper check will only be mailed to you if your bank details cannot be validated, or you don't have a bank account. (Bank information is still required to be keyed in)
- **DO NOT SELECT Elec Funds Trans (JPM SUA) as an option.**

Exit Save for Later Previous Next

Payment Information - Step 5 of 6

-Payment Method: Select ACH(Direct Deposit), or System Check(Paper Check)
- Incorrect bank information will delay payment. Ensure correct bank information.
- Bank ID: Your bank Routing Number(a nine-digit code on the bottom left of your check)

Supplier Banking Information:

Incorrect bank information will delay payment. Ensure correct bank information.

- **Bank Name:** Insert the name of your U.S. banking institution.
- **Bank ID:** Input a U.S. bank Routing Number. Your bank routing number is a nine-digit code that is based on the U.S. Bank location where your account was opened. It is the first set of numbers printed on the bottom of your checks, on the left side.
- **Bank ID Qualifier:** Do not change the default value as it is set for US Banking
- **Bank Account Number:** Input your bank account number. Your account number (usually 10-12 digits) is specific to your personal account. It is the second set of numbers printed on the bottom of your checks, just to the right of the bank routing number. You can also find your account number on your monthly bank statement.
- **Account Type:** Select from the drop-down list the type of account that correlates with the bank account number provided.

Bank Address

- **Address 1:** List the street number for the banking institution first followed by the name of the street.
- **City:** Fill in the city for your banking institution.
- **Postal:** List your bank branch's 5-digit zip code
- **State:** Click the magnifying class next to the box labeled state and select the state that correlates with your bank address.
- **Click Next**

Bank Address

* Country

* Address 1

Address 2

Address 3

* City

County

* Postal

State

Bank Phone

Prefix

Phone

Ext

Fax

URL Information ?

URLID	Description		
1	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

|

*Required Field

9. Terms and Conditions

- Input the password you set up in #6.

Submit - Step 6 of 6

- Input the password you set up
- Click on the hyperlink to Read the Terms of Agreement
- Check Select to accept the Terms of the Agreements below
Select the "Review" button to review the registration information.
Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .

Email communication regarding this registration will be sent to:
danag@slac.stanford.edu

Please provide password for re-access in case we should need more information from you to complete the registration process.
*Password

- Click on the hyperlink "Terms of Agreement" to read the Terms of Agreement

Terms and Conditions

Make sure you read terms of agreement fully before submitting your registration.

Select to accept the Terms of Agreement below.

Terms of Agreement

Review Submit

- Check ✓ "Select to accept the Terms of the Agreement below" box.

Terms and Conditions

Make sure you read terms of agreement fully before submitting your registration.

Select to accept the Terms of Agreement below.

Terms of Agreement

Review Submit

Terms and Conditions

Make sure you read terms of agreement fully before submitting your registration.

Select to accept the Terms of Agreement below.

Terms of Agreement

Review Submit

- Click "Review" to review the registration information
- Click "Return"

Comments

Return

- After reviewing and accepting the Terms of Agreement, click the "Submit" button to submit your registration.

Terms and Conditions

Make sure you read terms of agreement fully before submitting your registration.

Select to accept the Terms of Agreement below.

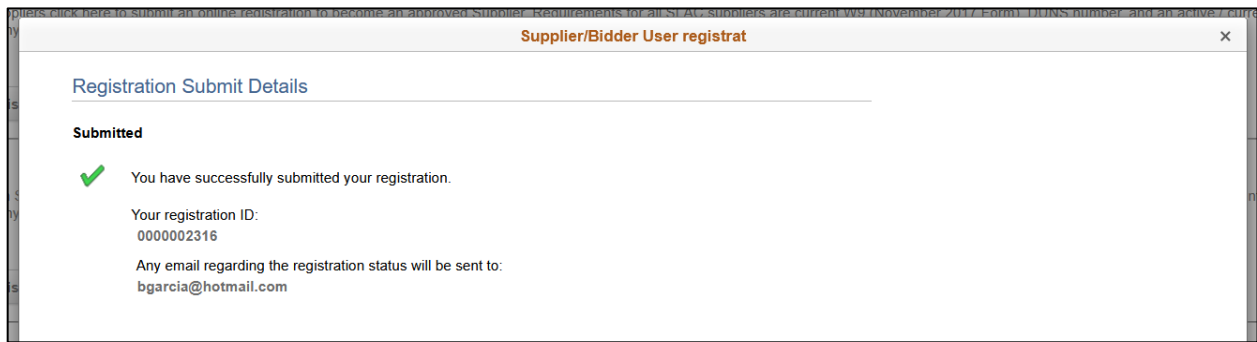
Terms of Agreement

Review Submit

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10. Registration Submit Details

You should see the screen below if you have successfully submitted your application. Please save the image for your records.



What Happens Next?

- Upon review and approval of this registration, SLAC will reach out to you for supporting documentation (if needed) to process your payment.
- The request will be paid after the supporting documentation is verified and payment is approved.
- Upon approval, an email notification will be sent to the email address you provided during registration) with payment details.

Questions?

Regarding Travel reimbursements: Travel@slac.stanford.edu

Regarding Payment: ap@slac.stanford.edu

Regarding lost password or IT challenges: erp-support@slac.stanford.edu