Table of contents

ASU registration information

Students or individuals must register as suppliers to receive payment for various transactions or business with the university, including:

- Awards or prizes.
- Fellowship payments.
- Payments for participating in an event or program.
- Student support payments.
- Subject payments.

Before submitting the supplier registration form, verify the accuracy and completion of all fields to the best of your ability. When completing this form, use the most recent versions of Google Chrome or Internet Explorer. Fields outlined in red are required.

Starting the registration process

Upon clicking the registration link, you will receive a prompt to read the Electronic Record and Signature Disclosure. To process the questionnaire, complete the following steps:

1. Check the box indicating an agreement to use electronic records and signatures.

Please read the Electronic Record and Signature Disclosure.
☑ I agree to use electronic records and signatures.
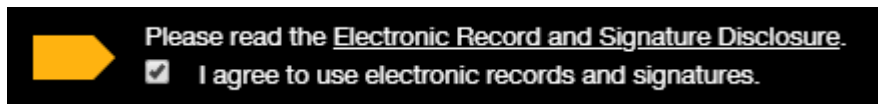
2. Select the **Continue** button.

CONTINUE

Completing the questionnaire

Respond to the questions indicated in the questionnaire:

- Address where you want your payment sent. Please include the following:
  - City.
  - State.
  - Street.
  - Zip code.
- ASU ID number if applicable.
- Email address.
- Legal name.

- Phone number, including the area code.
- Social Security number.

Certification and signature

By signing the document, you are certifying that:

- The taxpayer identification number indicated on the form is correct.
- You are a U.S. citizen or permanent resident.
- You are not subject to backup withholding.

To sign the document, complete the following steps:

1. Click the yellow icon to add a signature.

2. A screen for adopting your signature will appear. The **Full Name** field may default as your email address. Change this field to your full name and update your initials as applicable.
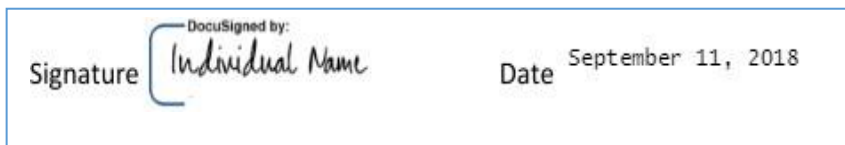
3. **Click Adopt and Sign**.

4. Your electronic signature and the date will appear on the document.
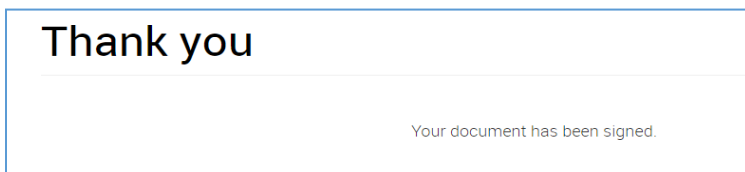
5. Scroll to the end of the document and click the **Finish** button. **Note**: You may finish the document at a later time if necessary. <u>Refer to the Finishing the Document Later section</u> for more information.
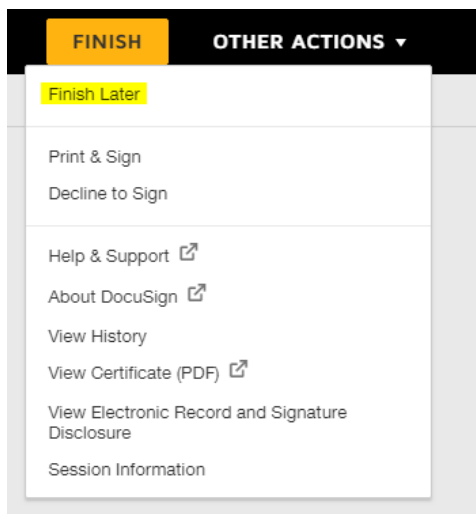

6. You will receive confirmation that the document has been signed.

Next steps

ASU will complete setting you up in Workday to receive payments. It will take approximately five business days. We will contact you if we have any questions or need additional information.
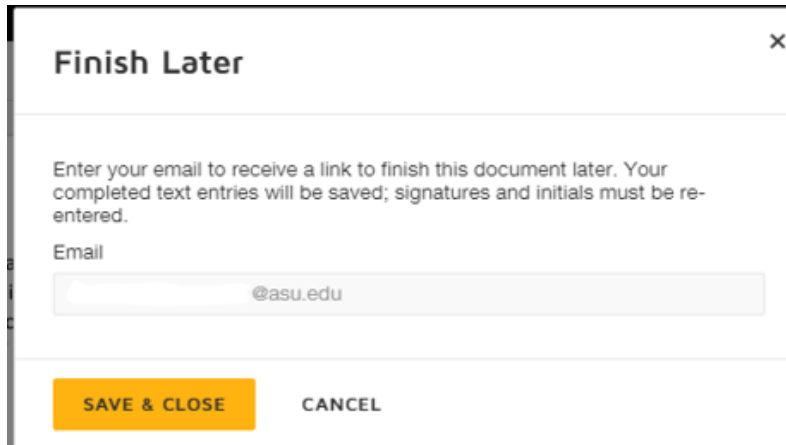
Finishing the document later

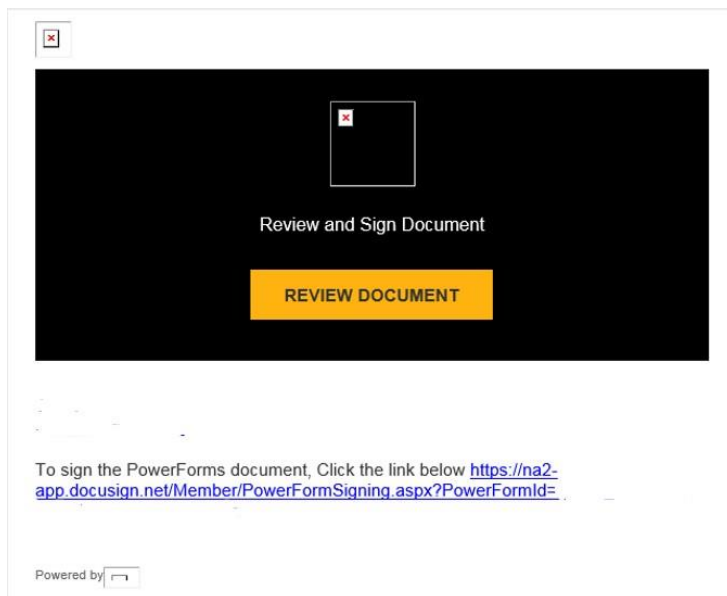Instead of selecting **Finish**, navigate to the **Other Actions** dropdown menu and choose **Finish Later**.

You must enter your email to receive a link to finish the document later. After entering your email, click **Save and Close**.

To finish the document, navigate to your email and click the **Review Document** button.

You will be taken back to the document. Select **Continue**. You may disregard the prompt on the **Other Actions** dropdown menu. Complete the document and select **Finish** as described above.