

ASU Registration Information

Students or Individuals must register as suppliers to receive payment for various transactions or business with the university; this may include student support payments, fellowship payments, payments for participating in an event or program, subject payments, or prizes/awards.

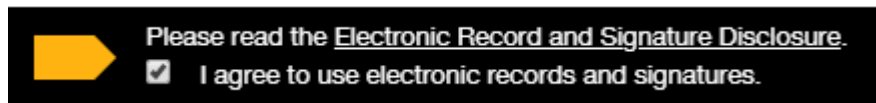
Prior to submitting the supplier registration form, verify the accuracy and the completion of all fields to the best of your ability.

Quick tips:

- When completing this form, use the most recent versions of Google Chrome or Internet Explorer browsers.
- 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 proceed to the questionnaire:
- Check the box indicating an agreement to use electronic records and signatures.



- Hit the Continue button



Completing the Questionnaire

Respond to the questions indicated in the questionnaire:

- Legal Name
- Social Security Number (SSN)

- Email Address
- Phone Number, with area code:
- Address where you want your payment sent:
 - Street
 - City
 - State
 - Zip

- Indicate your ASU ID Number if applicable
- Certification and Signature. By signing the document, you are certifying that:
 - The taxpayer identification number indicated on the form is correct,
 - You are not subject to backup withholding, and;
 - You are a U.S. citizen or permanent resident.
- To sign the document, click the yellow icon for adding a signature:



- A screen for adopting your signature will appear. Your full name may default as your email address. Change this to your full name and update your initials as applicable.

Adopt Your Signature ✕

Confirm your name, initials, and signature.

* Required

Full Name* **Initials***

SELECT STYLE DRAW

PREVIEW [Change Style](#)

DocuSigned by: DS

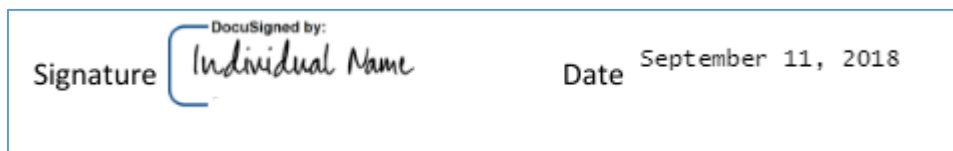
By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

- Click **Adopt and Sign**



- Your electronic signature and date appear on the document.



- Scroll to the end of the document and hit the finish button. Note: You may finish the document at a later time if necessary. Instructions for finishing the registration later are at the end of this document.



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

Thank you

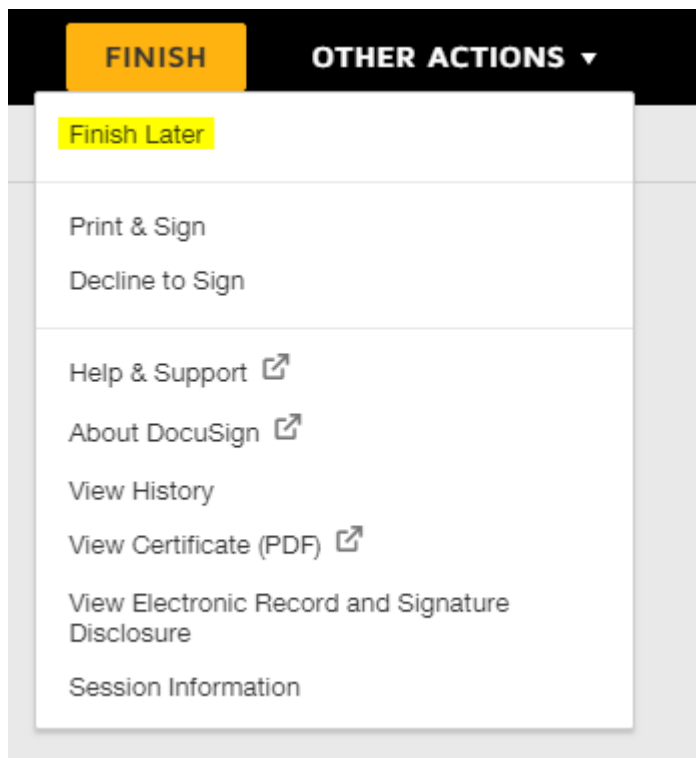
Your document has been signed.

Next Steps

ASU will review the information provided and complete the process of setting you up in our Financial Management System to receive payments. It will take approximately 5 business days. We will contact you if we have any questions or need additional information.

Finishing the Document Later

- Instead of hitting the **Finish** button, go to the **Other Actions** dropdown menu and select **Finish Later**.



- Enter your email to receive a link to finish the document later.

Finish Later ×

Enter your email to receive a link to finish this document later. Your completed text entries will be saved; signatures and initials must be re-entered.

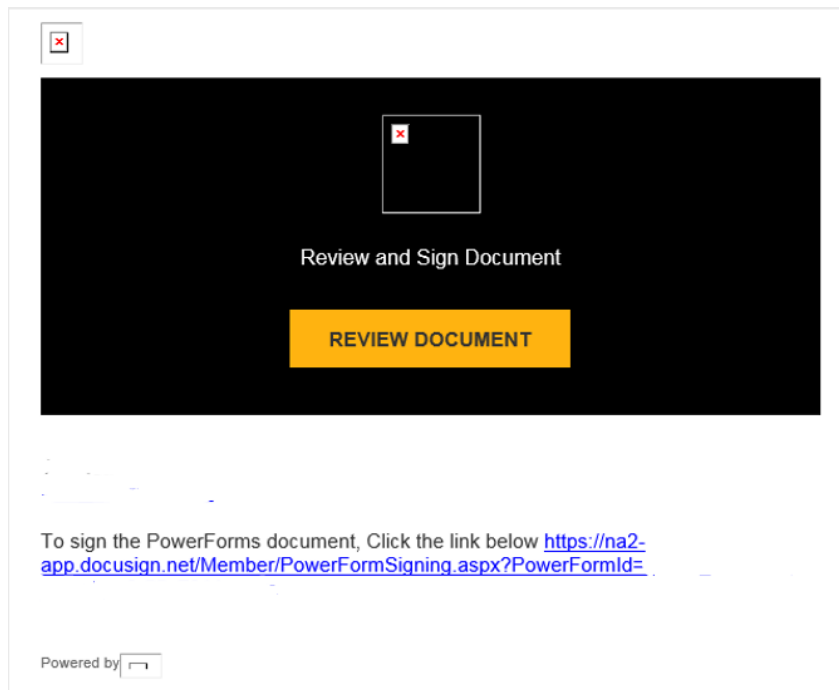
Email

SAVE & CLOSE CANCEL

- Hit **Save & Close**



- To finish the document, go to your email and click on the **Review Document** button.



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

