Self-Registration – Parent Instructions

Parent Self-Registration:
Parents may need to register as a “supplier” in order to receive redirected refunds.

Audience: Parents

For Registration Assistance:
• ap@gmhec.org
• 802-443-2321

<table>
<thead>
<tr>
<th>Process Step &amp; Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Link</td>
<td>Your college will provide you with a link to self-register. Please click on the link to register.</td>
</tr>
<tr>
<td></td>
<td>Navigation Path:</td>
</tr>
<tr>
<td></td>
<td>➢ Email → Link</td>
</tr>
</tbody>
</table>

Register Parent: Company Details

Company:
• Enter your LAST NAME, First Name

Tax Organization Type:
• Choose “Individual” for domestic, “Foreign Individual for international

Supplier Type choose:
• Choose “Other”
Please **SKIP** the fields: Corporate Website, Attachments, D-U-N-S Number

```
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<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>SKIP</td>
</tr>
<tr>
<td>Tax Country</td>
<td>SKIP</td>
</tr>
<tr>
<td>Supplier Type</td>
<td>SKIP</td>
</tr>
<tr>
<td>Corporate Website</td>
<td>SKIP</td>
</tr>
<tr>
<td>Attachments</td>
<td>Non + SKIP</td>
</tr>
</tbody>
</table>
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**Tax Country:**
- This is the country of your tax residency. You may search for your country by typing it in. The system will predict your answer and give you a dropdown list of results to choose from.

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Open Dropdown
```

**Taxpayer ID – Enter your last name and today's date: Name_YYYY_MM_DD**

**Example:** Parker_2020_04_06

For Contact Information enter:
- First Name
- Last Name
- Email
- Confirm Email

Click "**Next**"

**Navigation Path:**
- Register Supplier → Contacts

A pop-up will appear to confirm your contact information. Please do not uncheck any boxes. This section is just to confirm your name and email and to enter your phone number.

**Quick Tip!** Please enable your pop-ups when self-registering.
Click **Edit** to confirm contact information and add phone number.

Confirm and/or complete the following fields in the **upper half** of the pop-up:
- First Name
- Last Name
- Phone
- Email

Skip the bottom half of the pop-up entitled “Roles”. **Do not edit this section.**

Click “OK” after completing the contact information.

**Navigation Path:**
➢ Register Supplier ➔ Addresses

Direct Deposit is the **preferred payment** method for GMHEC and its member institutions. However, the address listed here will be where a check would be mailed to should you not choose direct deposit.

Click “+ Create” to create address information. A pop-up will add address information.

Complete the fields below. You do not need to add phone or email since this was already added under “Contacts”.

**Quick Tip!** To ensure prompt payment, enter your bank account information for direct deposit under step 5.
Complete the following fields:

- **Address Name**
  - Address Name is the city where you are located added with a -1. Example: Burlington-1, New York-1, Chicago-1, etc.
- **Country**
- **Address Line 1**
- **Address Line 2 (if applicable)**
- **City**
- **State**
- **Postal Code**
- **Address Purpose – Choose “Remit To”**

Click “OK” when address information is complete.

Click “Next”

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**Navigation Path:**

➢ Register Supplier → Business Classifications

Click “Next”

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**Navigation Path:**

➢ Register Supplier → Bank Accounts

**PLEASE COMPLETE THIS SECTION FOR FASTER AND CONVENIENT PAYMENT:**

Complete this section to provide your ACH (direct deposit) information. Choosing not to add your ACH information may result in a delay in payment.

Click “+ Create”

Another pop-up will appear.

**Quick Tip!** Enter your routing number first and the system will autofill the Bank Name
Complete the following information:
2. Account Number
3. Skip down to Bank Branch and enter your Routing Number
4. Once your Routing Number is entered, the Bank Name field will autofill
5. Currency – enter USD
6. Account Type – choose type of account from the drop down box

Click “OK” when complete.

Click “Next” when finished entering bank account information:

Navigation Path:
➢ Register Supplier → Products and Services

Register Supplier: Products and Services

Click “Next”

Navigation Path:
➢ Register Supplier → Review

Register Supplier: Review

Review the information in this page:
- Name
- Contact Information
- Address(es)
- Business Classifications (not required – please skip)
- Bank Accounts(s)
- Products and Services (not required – please skip)

Click “Register”

A pop-up will appear confirming your registration:

You will receive an email confirming your registration.