# Self-Registration – Student Instructions

**Student Self-Registration:** Students may need to register as a “supplier” in order to be reimbursed, or if awarded monetarily by their college.

**Audience:** Students

## Process Step & Description

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Link</strong></td>
</tr>
<tr>
<td>Your college will provide you with a link to self-register. Please click on the link to register.</td>
</tr>
</tbody>
</table>

**Navigation Path:**
- Email → Link

## Register Student: Company Details

**Company:**
- Enter your **LAST NAME**, First Name

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

**Supplier Type choose:**
- Choose “Student”

Please **SKIP** the fields: Corporate Website, Attachments, D-U-N-S Number

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

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Quick Tip! Please enable your pop-ups when self-registering.
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.

Taxpayer ID – Enter your Social Security number. If you do not have a Social Security number, please enter your Student ID number as shown below.

**Option 1:** Social Security Number – no dashes (ex. 000000000)

**Option 2:** Your Student ID with your schools initials preceding any leading zeros
  a. Champlain College = CC (ex. CC0005787)
  b. Middlebury College = MD (ex. MD000124545)
  c. Saint Michael's College = SM (ex. SM00578454)

Your Contact Information enter:
- First Name
- Last Name
- Personal Email (Please do not use ending in @champlain.edu, @middlebury.edu, or @mail.smcvt.edu)
- Confirm Email

Click “Next”

Navigation Path:
➢ Register Supplier → Contacts

Click Edit to edit contact information

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.
Register Student: Address

Navigation Path:
➢ Register Supplier ➔ Addresses

The address listed here will be where you want your check to be mailed to should you not choose direct deposit. Your school mailing address is an acceptable address.

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”.

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”

Register Student: Business Classifications

Navigation Path:
➢ Register Supplier ➔ Business Classifications

Click “Next”
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. Begin typing in your Bank’s name. It will automatically populate with the bank name you are looking for.

Complete the following information:
- **Country** – *United States only* (International banks not accepted at this time)
- **Bank** – search for your bank name by typing
- **Branch** – choose the correct routing number for your Branch
- **Account Number**
- **Currency** – *USD only*
- **Account Type**: Choose whichever type is relevant (checking, savings, money market, etc.)
  - If you do not know what type of account you have, choose checking

Click “OK” when complete.

Click “Next” when finished entering bank account information:
Register Student: Products and Services

Click “Next”

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.