

# 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.

**For Registration Assistance:**

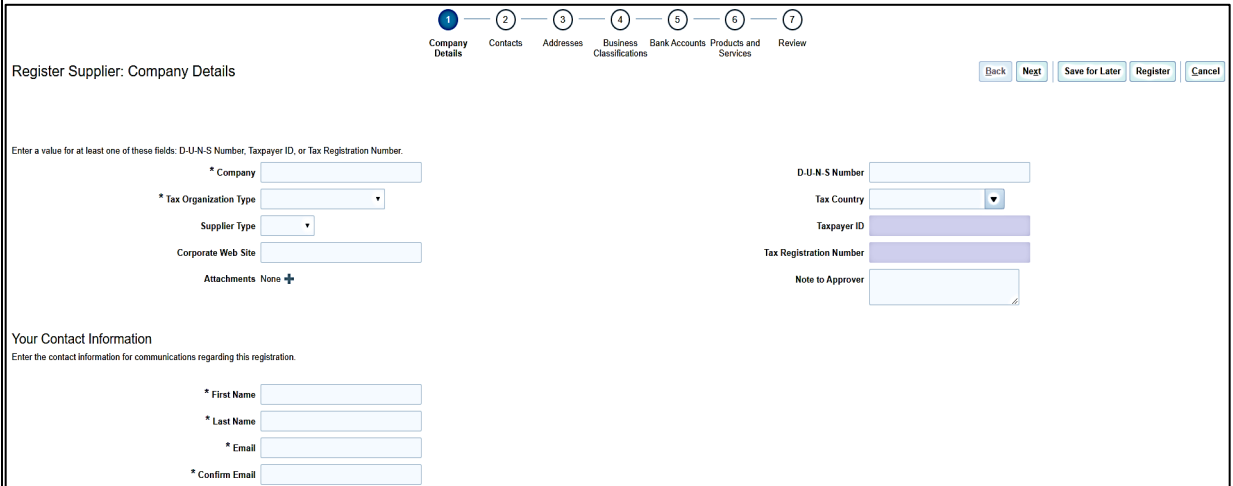
- ap@gmhec.org
- 802-443-2321

**Audience:** Students

Process Step & Description	Action
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<b>Link</b>	<p>Your college will provide you with a link to self-register. Please click on the <b>link</b> to register.</p> <p>Navigation Path:  <span style="color: orange;">➤</span> Email → <b>Link</b></p>
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<b>Register Student: Company Details</b>	<p>Navigation Path:  <span style="color: orange;">➤</span> Register Supplier → Company Details</p>
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**Company:**

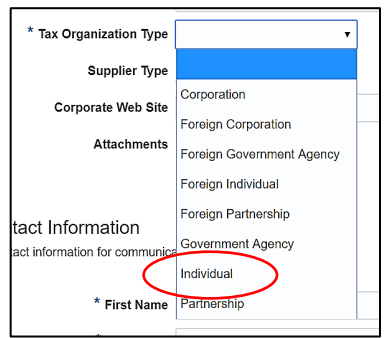
- Enter your **LAST NAME**, First Name

\* Company

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

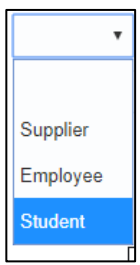
**Tax Organization Type:**

- Choose “Individual” for domestic, “Foreign Individual for international



**Supplier Type choose:**

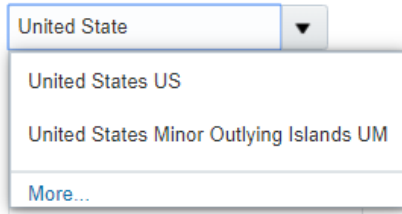
- Choose “Student”



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

**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
  - Champlain College = CC (ex. CC0005787)
  - Middlebury College = MD (ex. MD000124545)
  - Saint Michael's College = SM (ex. SM00578454)

**Quick Tip!** Using your school email may prohibit future use as a student worker/employee

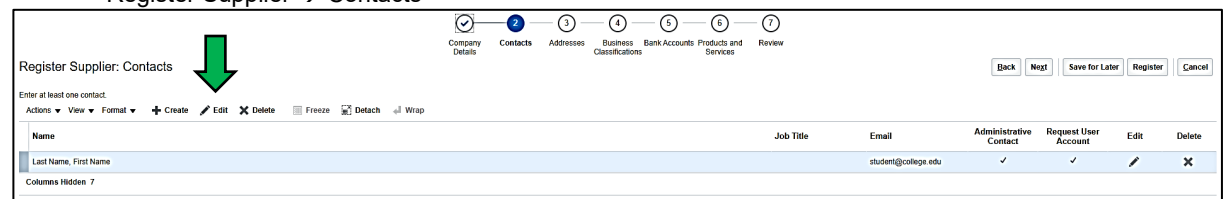
Your Contact Information enter:

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

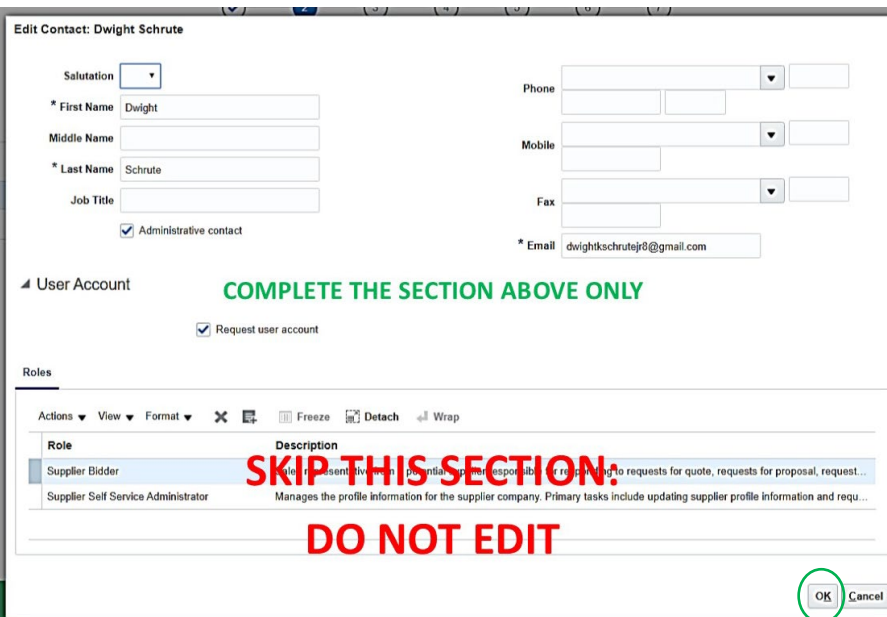


**Navigation Path:**

➤ 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.

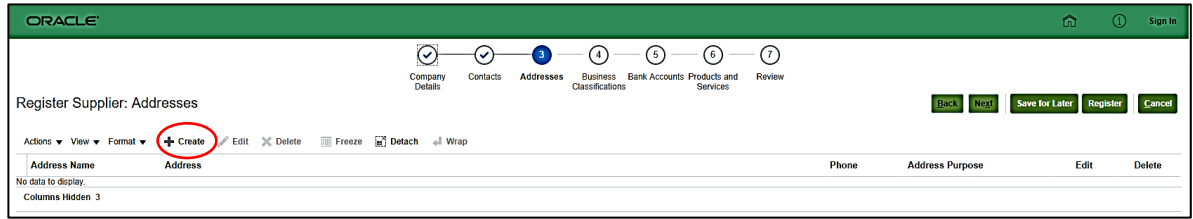
Click "OK" after completing the contact information.

**Register Student: Contacts**

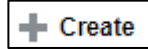
**Register Student:  
Address**

Navigation Path:  
 > Register Supplier → Addresses

You must provide an address where you receive mail.



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”.

**Create Address**

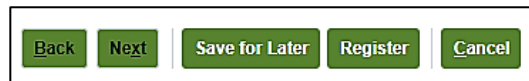
* Address Name	<input type="text" value="Burlington-1"/>	* Address	<input type="checkbox"/> Ordering
* Country	<input type="text" value="United States"/>	Purpose	<input checked="" type="checkbox"/> Remit to
Address Line 1	<input type="text" value="123 Main St."/>		<input type="checkbox"/> RFQ or Bidding
Address Line 2	<input type="text"/>	Phone	1 <input type="text"/> <input type="text"/> <input type="text"/>
Address Line 3	<input type="text"/>	Fax	1 <input type="text"/> <input type="text"/>
City	<input type="text" value="Burlington"/>	Email	<input type="text"/>
State	<input type="text" value="VT"/>		
Zip Code	<input type="text" value="05401"/>		
County	<input type="text"/>		

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

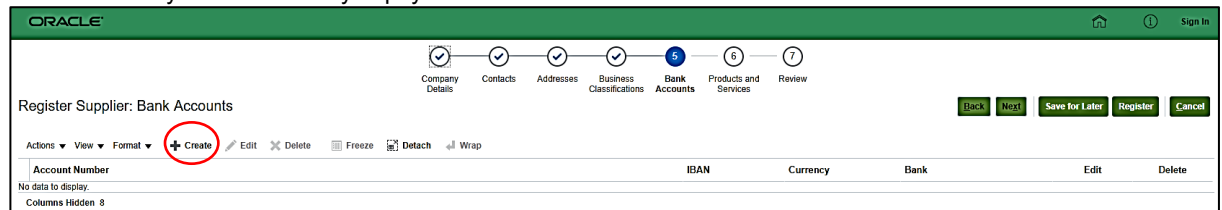


Click “Next”

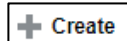
Navigation Path:

➤ Register Supplier → Bank Accounts

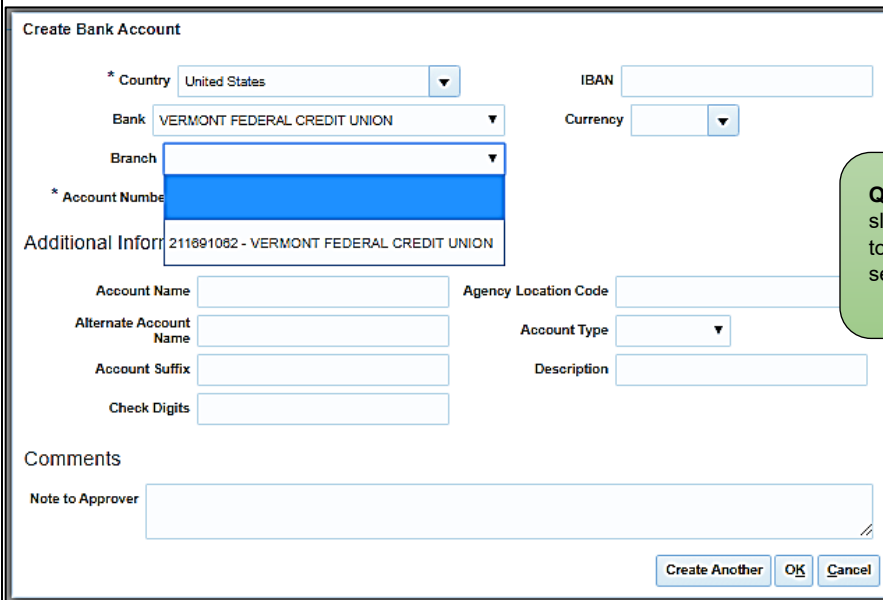
Complete this section to provide your ACH (direct deposit) information. Choosing not to add your ACH information may result in a delay in payment.



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.



**Quick Tip!** If you type too slowly or pause, you may have to hit cancel to restart the bank search.

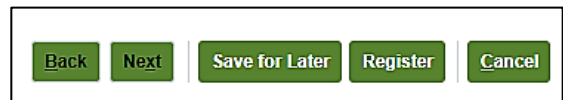
**Register Student: Bank Accounts**


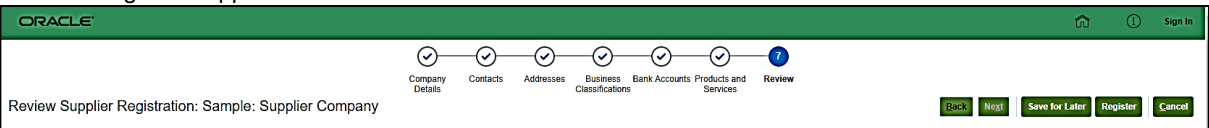
Complete the following information:

- **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:



<p><b>Register Student: Products and Services</b></p>	<p>Navigation Path:          &gt; Register Supplier → Products and Services</p> 
<p><b>Register Supplier: Review</b></p>	<p>Navigation Path:          &gt; Register Supplier → Review</p>  <p>Review the information in this page:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Name</li> <li><input type="radio"/> Contact Information</li> <li><input type="radio"/> Address(es)</li> <li><input type="radio"/> Business Classifications (not required – please skip)</li> <li><input type="radio"/> Bank Accounts(s)</li> <li><input type="radio"/> Products and Services (not required – please skip)</li> </ul> <p>Click <b>“Register”</b></p> <p>A pop-up will appear confirming your registration:</p> <p>You will receive an email confirming your registration.</p> <div data-bbox="587 968 1523 1178" style="border: 1px solid gray; padding: 5px;"> <p><b>Confirmation</b> <span style="float: right;">✕</span></p> <p>Your registration request was submitted. You will receive an e-mail after your registration request is reviewed.</p> <p style="text-align: right;"><span style="border: 1px dashed gray; padding: 2px 5px;">OK</span></p> </div>