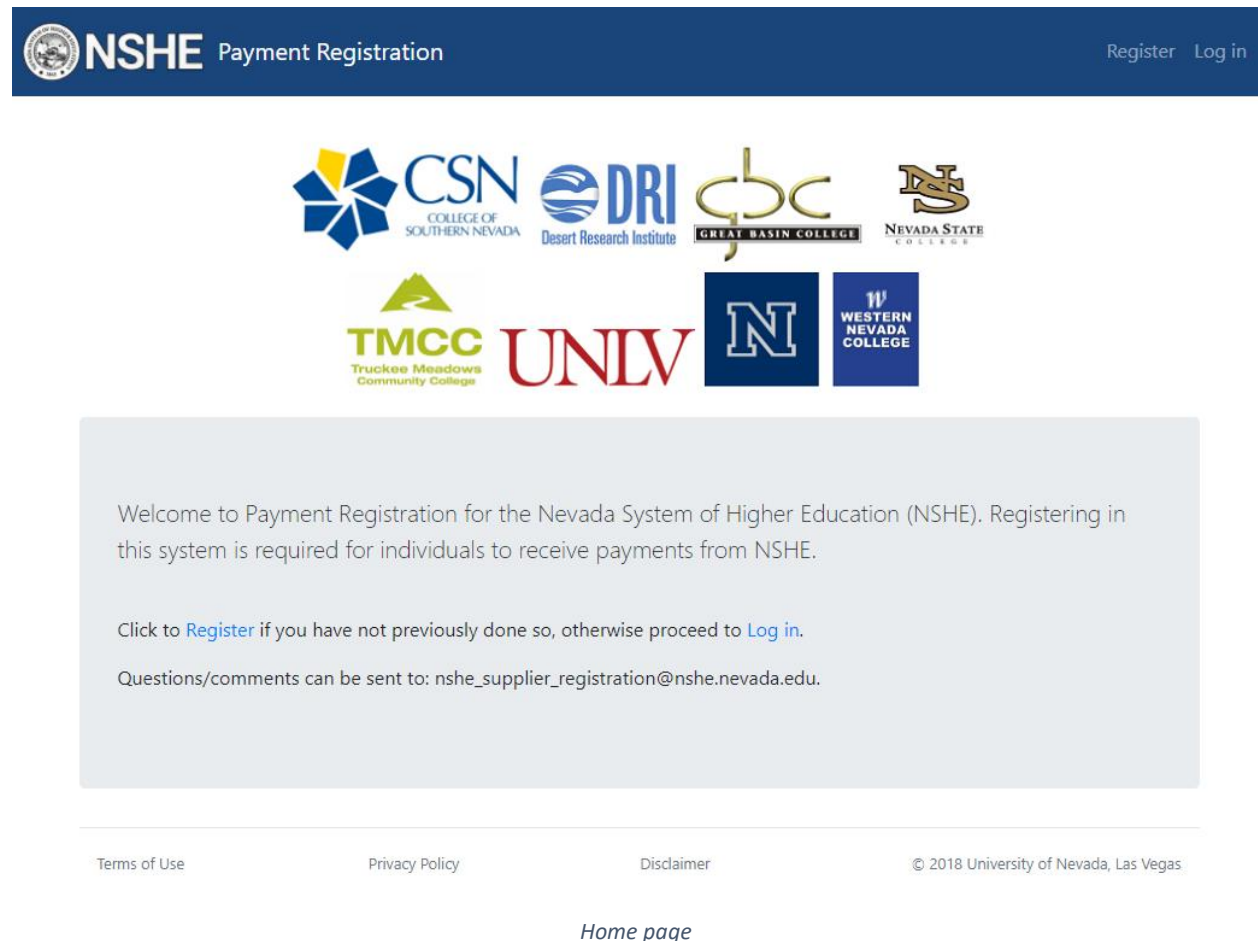


NSHE Payment Registration – Overview

The NSHE Payment Registration website was built catered to individuals needing to register with NSHE in order to receive payments. The term “individuals” refers to non-business entities or persons which would not be considered a supplier such as a guest speaker/lecturer, service provider/consultant, student, research participant, etc. A business entity could register in this system but may be directed to continue their registration in Supplier Registration depending on the data submitted.

This website is available at: <https://suppliers.nevada.edu/lite/>



The screenshot shows the NSHE Payment Registration website. At the top, there is a dark blue header with the NSHE logo and the text "NSHE Payment Registration" on the left, and "Register Log in" on the right. Below the header, there is a row of logos for various institutions: CSN (College of Southern Nevada), DRI (Desert Research Institute), GBC (Great Basin College), Nevada State College, TMCC (Truckee Meadows Community College), UNLV, and Western Nevada College. The main content area is a light blue box with the following text: "Welcome to Payment Registration for the Nevada System of Higher Education (NSHE). Registering in this system is required for individuals to receive payments from NSHE." Below this, it says "Click to [Register](#) if you have not previously done so, otherwise proceed to [Log in](#)." and "Questions/comments can be sent to: nshe_supplier_registration@nshe.nevada.edu." At the bottom, there is a footer with links for "Terms of Use", "Privacy Policy", and "Disclaimer", and a copyright notice: "© 2018 University of Nevada, Las Vegas". The text "Home page" is centered below the footer.

A first time user must create a new account to use for logging in the system by clicking the Register link.
Note: The credentials created here can also be used to log in to Supplier Registration. If a user creates an account at the Supplier Registration website but does not start a registration there, they are able to submit a registration through NSHE Payment Registration.

Create New Account

First Name

Last Name

Phone Number

Email Address

Your email address will be used to log in to this site.

Password

Password must be at least 7 characters long and contain at least 1 Special Characters (i.e. ! @ #).

ConfirmPassword

Security Question

Enter a question to use for password recovery.

Security Answer

Enter an answer to use for password recovery.

I agree to the Terms of Use

[Return to Login](#)

[Terms of Use](#)

[Privacy Policy](#)

[Disclaimer](#)

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Create New Account page

After submitting the Create New Account page, the user will arrive at a confirmation page and will be sent a verification email. The verification email is sent to verify that the email entered is indeed valid.




Thank you for submitting your information.

In order to verify your email address, you will receive an email with a verification link. You must click on the verification link and then log in to complete the registration process.

The email you receive will be sent from nshe_supplier_registration@nshe.nevada.edu

First Name: Paul
Last Name: Capitini
Phone Number: +1 (702) 651-4388
Email Address: paul.capitini@csn.edu
Password: *****
Security Question: q
Security Answer: a

Create New Account confirmation page

 Reply  Reply All  Forward



Thu 4/19/2018 1:44 PM

nshe_supplier_registration@nshe.nevada.edu

NSHE Payment Registration - Account Activation Required

To Capitini, Paul

Welcome to the NSHE Payment Registration website.

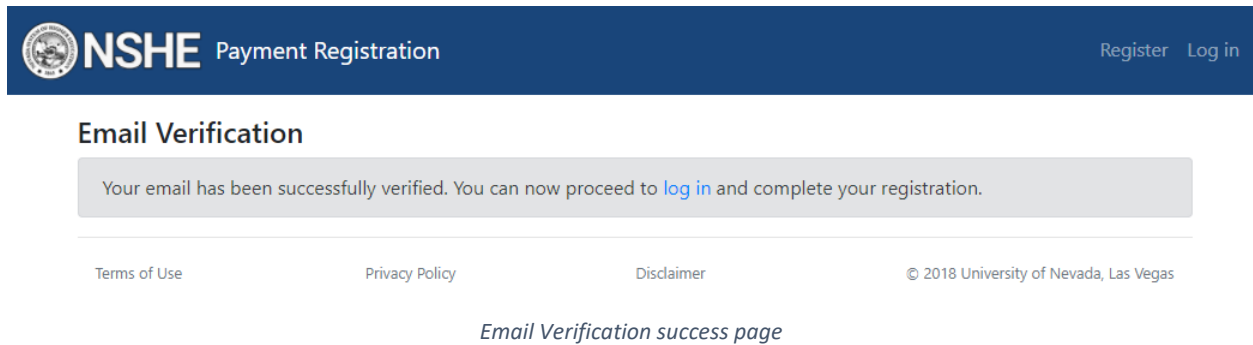
In order to complete your registration, you first must activate your account by clicking on the following verification link:
<https://suppliers-test.oit.unlv.edu/lite/Account/Verification/c1da1798-52c8-4f21-ac74-36dde44facbe>

Once you have visited the verification page, you can log in and complete your payment registration.

Thank you!

Sample Verification email

After clicking on the email verification link, the user will arrive at a verification success page and be prompted to log in.



Once logged in, the user can fill out the one page registration form (displayed on the next page).

Submit the following form to complete your registration.

Name

Phone

Email

Organization Type

Relationship to NSHE

Address

Country

Address Line 1

Address Line 2

City

State

Postal Code

County

Payments Add Bank Account now. **Highly Recommended to receive payments quicker!**"/>

Tax ID

Country

Type

Tax ID

Tax Document No file chosen

A signed W9 form must be submitted (W8 form for non-US residents). If you do not upload one now, it can be emailed or faxed in. These forms are available at <https://www.irs.gov/>.

Answers Required:

1. Are you a current employee of any institution of the Nevada System of Higher Education?
 Yes No

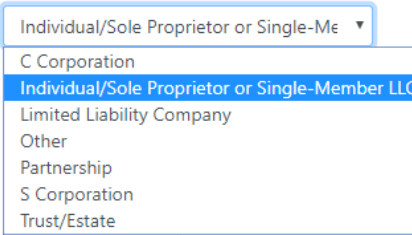
2. Are you a member of the same household as a current employee of the Nevada system of Higher Education?
 Yes No

3. Are you a US Citizen or lawful permanent resident of the US (green card holder)?
 Yes No

Some notes about the registration form:

- Organization Type – if any value other than “Individual/Sole Proprietor or Single Member LLC” is selected a warning will be displayed. The user can still submit the form but will be required to complete the registration in Supplier Registration.

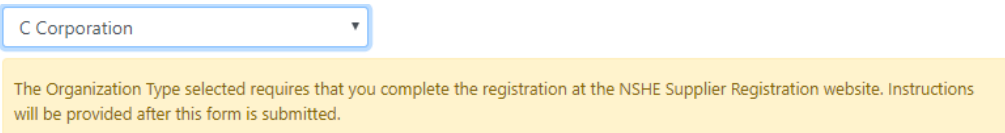
Organization Type



A dropdown menu for 'Organization Type' with the following options: Individual/Sole Proprietor or Single-Me, C Corporation, Individual/Sole Proprietor or Single-Member LLC (highlighted), Limited Liability Company, Other, Partnership, S Corporation, and Trust/Estate.

List of Organization Types

Organization Type

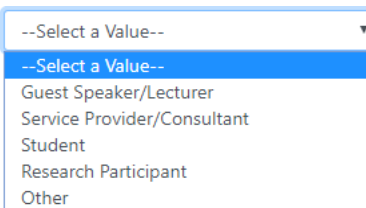


A dropdown menu for 'Organization Type' with 'C Corporation' selected. Below it is a yellow warning box with the text: 'The Organization Type selected requires that you complete the registration at the NSHE Supplier Registration website. Instructions will be provided after this form is submitted.'

Warning message if Organization Type other than Individual is selected

- Relationship to NSHE – if a value of “Other” is selected, the user is required to provide additional detail in the “Specify the relationship” textbox

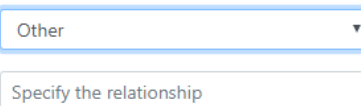
Relationship to NSHE



A dropdown menu for 'Relationship to NSHE' with the following options: --Select a Value--, --Select a Value-- (highlighted), Guest Speaker/Lecturer, Service Provider/Consultant, Student, Research Participant, and Other.

List of Relationships to NSHE

Relationship to NSHE



A dropdown menu for 'Relationship to NSHE' with 'Other' selected. Below it is a text input field with the placeholder text 'Specify the relationship'.

Relationship value of "Other" is selected

- Payments – If user clicks on Add Bank Account, banking info can be immediately entered.

Payments

Add Bank Account:
Must be a US-based bank

Account Type

Bank Name


Routing Number

Account Number

[Remove Bank Account](#)

Add Bank Account

After submitting the registration form, the user will arrive at a confirmation page.

 **NSHE** Payment Registration purchasingtest@unlv.edu Log off

Thank you for submitting your information. You will receive an email once your registration is accepted.

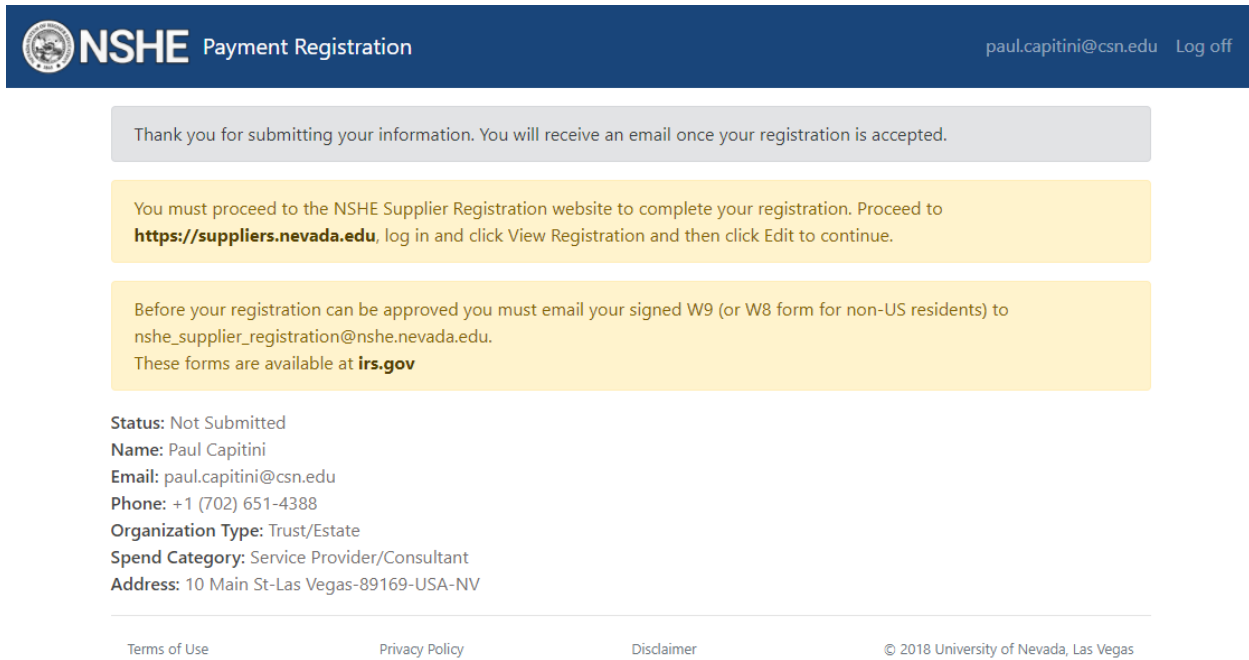
Status: Not Submitted
Name: Paul Capitini
Email: paul.capitini@csn.edu
Phone: +1 (702) 651-4388
Organization Type: Individual/Sole Proprietor or Single-Member LLC
Spend Category: Service Provider/Consultant
Address: 10 Main St-Las Vegas-89169-USA-NV

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Registration Confirmation page

Additional warnings may appear on the confirmation page based on the following:

- User's Organization Type is any value other than "Individual/Sole Proprietor or Single-Member LLC" (see first warning displayed below).
- User does not submit a tax document (see second warning displayed below).



The screenshot shows the NSHE Payment Registration confirmation page. At the top, there is a dark blue header with the NSHE logo and the text "NSHE Payment Registration" on the left, and the user's email "paul.capitini@csn.edu" and a "Log off" link on the right. Below the header, there are three warning messages in colored boxes: a grey box with a thank you message, a yellow box with instructions to proceed to the supplier registration website, and another yellow box with instructions to email signed forms. Below these warnings, the user's registration details are listed: Status: Not Submitted, Name: Paul Capitini, Email: paul.capitini@csn.edu, Phone: +1 (702) 651-4388, Organization Type: Trust/Estate, Spend Category: Service Provider/Consultant, and Address: 10 Main St-Las Vegas-89169-USA-NV. At the bottom, there are links for Terms of Use, Privacy Policy, and Disclaimer, along with a copyright notice for 2018 University of Nevada, Las Vegas.

Sample Registration Confirmation page showing warnings

Supplier Status in Supplier Registration:

If a user submits a registration without receiving any of the above warnings, the registration's status in Supplier Registration will be Phase 1 Approval. If the submitted registration did receive a warning, the registration's status will be Not Submitted since additional action is required by the user.