

An agency with the State of North Dakota intends to issue you payment(s). You must setup your payee profile details so you may receive payment(s) from the referring agency program. Information submitted will be reviewed for approval. An allowance of 1-2 business days should be given for the verification and approval process. Once approved, you will not need to perform this step again.

**Contact the agency issuing your payment (that referred you to this form) for any help**, including questions with finding login information, completing this form, payment or other statuses. Contact information can be found in the confirmation email sent by the referring agency.

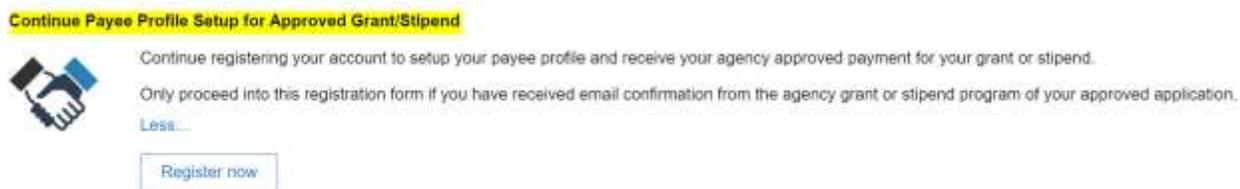
### Part 1:

#### Enter the registration application

1. From the State of ND Payee Portal, click "[Registration Menu](#)"



2. Choose the "Continue Payee Profile Setup for Approved Grant/Stipend" registration application.



#### Retrieve your account information

1. Open the email received confirming your approved payment status. This email was sent by the agency program from which you submitted your request for a grant or stipend payment. The email has your account login information.

If you need help with finding your login details or the email, contact the referring agency program for assistance.

# Quick Help Guide

Continue Payee Profile Setup for Approved Grant/Stipend

2. Complete the required fields with the information in the email. All fields are required.
3. Click “Next”

If the account information provided is successfully found, you will proceed to next screen, “Identifying Information - Step 2 of 5” for the electronic Substitute W-9.

If the account information could not be found the below message will appear. You will need to verify what you entered or contact the referring agency for help.

## Complete and Sign the Electronic W-9

Monies received will be reported to the Internal Revenue Service.

1. Verify or edit your legal name to what is shown on your Social Security Card.

1. Name (as shown on your income tax return) Name is Required. Do not leave this section blank.

Last Name  First Name  Middle Initial

- Verify or edit your mailing address details

5. Address (number, street, and apt. or suite no.) See instructions.

Address Line 1

Address Line 2

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6. City, State, and ZIP code

City  State  Zip

- Enter your Social Security Number (XXX XX XXXX)

**Part I** Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for resident alien, sole proprietor, or disregarded entity, see the instructions for Part I later. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN**, under the [instructions](#) for Part I.

Social Security Number

- Type your legal signature in the box provided “HERE>>>”

Sign	Signature of U.S. Person	Date
HERE >>>	<input type="text"/>	( Date will auto-fill at Save )

## Address and Banking Information

- Verify or update your mailing address.

**Registration**

Welcome Identifying Information **Addresses** Contacts Submit

Addresses - Step 3 of 5

Review or update your mailing address. Use the Payment/Banking Information link to provide your payment details.

**Primary Address**

\* Country USA United States

Address 1

Address 2

Address 3

City

County

State  Postal

[Payment/Banking Information](#)

- Click the “Payment/Banking information” link to add your payment or bank details.

# Quick Help Guide

Continue Payee Profile Setup for Approved Grant/Stipend

**Payment/Banking Information** ?

Payment Method: Direct Deposit Check or Direct Deposit?

Email: Enter your email address

Email Confirmation:  Would you like a payment receipt?

Bank Name: Enter your bank's name

Bank Account Type:   Checking or Savings account?

Bank Routing Number:   Nine (9) Digits

Bank Account #:  

Personal Account:  Personal account, check the box.  
 Business accounts leave box unchecked.

OK
Cancel

3. Click OK
4. Click Next

## Contact Information

A default contact profile has been created using the information you provided during your account setup. You may view the details by clicking on the name of the contact (blue link).

Click "Next" if there are no changes.



## Submit your registration

### Submit - Step 5 of 5

Review your registration information and the "Terms of Agreement". Click to accept the Terms of Agreement and 'Submit' your registration to Vendor Registry. You may 'Save for Later' to leave and continue registration where you left off.

Select the "Review" button to review the registration information.

Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement.

Email communication regarding this registration will be sent to:

Enter email address

#### Terms and Conditions ?

Make sure you read terms of agreement fully before submitting your registration.

Select to accept the Terms of Agreement below.

[Terms of Agreement](#)

Review

Submit

### Part 2: TO RECEIVE PAYMENT:

OMB does not work with payments, payment statuses, or have information on your application. You need to contact the agency program that will be issuing your grant or stipend payment(s) for help logging into their application system or assistance on your application status.