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/
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.
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.

Create New Account confirmation page

Sample Verification email

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/c1da1758-52c8-4f21-a74-36d1e4f4afe

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

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

![Email Verification success page](image)

Once logged in, the user can fill out the one page registration form (displayed on the next page).
<table>
<thead>
<tr>
<th>Name</th>
<th>Paul Capitini</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>United States of America (+1)</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:paul.capitini@cnu.edu">paul.capitini@cnu.edu</a></td>
</tr>
<tr>
<td>Organization Type</td>
<td>Individual/Sole Proprietor or Single-Inst</td>
</tr>
<tr>
<td>Relationship to NSHE</td>
<td>--Select a Value--</td>
</tr>
<tr>
<td>Address</td>
<td>Country: United States of America</td>
</tr>
<tr>
<td>Payments</td>
<td>To receive electronic payments from NSHE, click Add Bank Account now. Highly Recommended to receive payments quicker!</td>
</tr>
<tr>
<td>Tax ID</td>
<td>Country: United States of America</td>
</tr>
<tr>
<td>Tax Document</td>
<td>Choose File: No file chosen</td>
</tr>
</tbody>
</table>

A signed W-9 form must be submitted (W-8 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

Submit
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.

  ![List of Organization Types](image)

  **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.

  ![List of Relationships to NSHE](image)

  **Relationship value of “Other” is selected**
- Payments – If user clicks on Add Bank Account, banking info can be immediately entered.

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

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.