To receive your stipend, you must complete an online Supplier Registration for Maricopa County Community College District. Please complete steps 1-10 as soon as possible, as payment processing will take an average of 8-weeks after the student’s final grade has been posted. It is critical you complete step 10 to notify the Educator Preparation Office of your Supplier Identification Number.

Step 1: Go to https://business.maricopa.edu/purchasing/vendors/vendor-registration/forms-and-documents
- Under forms and documents, download the W-9 (individuals who reside out-of-country, complete the W-8ECI form)
- Complete the W-9 and save it to your Desktop
- Go to: https://business.maricopa.edu/purchasing/vendors
- Click on the Supplier Registration Portal link. You will see the following prompt. Carefully follow these directions:

![Supplier Registration Portal](image)

Step 2: Under Identifying Information - complete the Unique ID & Company Profile Section
- Tax Identification Number is your Social Security Number (omit dashes; use nine consecutive numbers)
- Entity Name: Provide your First and Last Name
- Leave “Additional Name” and “http:URL” blank
- Attach your completed electronic W-9 form (see link provided in the email)
Step 3: Complete the *Profile Questions* Section

- **What type of organization do you represent?** Select “Sole Proprietor” in the drop down menu.
- **Does your company collect AZ sales tax?** Select “No” in the drop down menu.
- **Does your company have a presence in AZ?** Select “Yes” if you reside in Arizona or “No” if you reside outside the state of Arizona.
- **Arizona Sales Tax # (transaction privilege tax#)** Fill in “none”.
- **Categories** – LEAVE CATEGORIES 1-10 BLANK.

Step 4: Leave the *Additional Addresses* blank

Step 5: *Comment section* please put: “I am a Mentor and/or Supervising Practitioner for the Rio Salado College Educator Preparation Program.”
Step 6: Under **Add Contacts** complete the **Contact Information** Section (all starred fields are required) filling in your information

**Add Contacts**

**Contact Information**

- **First Name**: Jane
- **Last Name**: Doe
- **Title**: 
- **Email ID**: KAREN.NAVE@RIOSALADO.EDU
- **Telephone**: 480/517-8263
- **Fax Number**: 
- **Contact Type**: 

* Required field

Step 7: The **User Profile Information** Section will populate when you click on the question mark.

**User Profile Information**

- **Requested User ID**: KAREN.NAVE@RIOSALADO.EDU
- **Description**: JaneDoe
- **Language Code**: English

Step 8: Complete the **Payment Information** Section

- **Remit Address** - select “Primary” as the drop down
- **Email Address** – fill in your email address
- **Pay Method** – **It is important that you select “Electronic Funds Transfer” from the drop down.** This will allow Rio Salado College to provide your stipend by electronic deposit.
• Under the **Supplier Banking Information**- required for electronic payments (this screen shot is an example only)
  - Complete the name of your bank
  - Complete Bank ID (this number should start with #1)
  - Complete your Bank Account Number

• Leave the **Comments** Section blank

STEP 9 - Under the **Submit** Section - You can review your registration information and then complete the **Terms and Conditions** Section
  • Complete the “Name of the person creating the registration”
  • Complete the “Email communication regarding this registration “ (give your preferred email address)
  • Check the “Accept Terms of Agreement below”
  • Click on the “Submit” to complete this form
Step 10: EMAIL teacher.ed@riosalado.edu with the following information:

- Your first and last name
- Name of the student you hosted in your classroom
- Supplier Identification number

Should you experience difficulties with registration, please contact the Maricopa Community College District Purchasing Office at (480) 731-8526.