Individual's View (not a business) of the New Supplier Registration

This is a snapshot of what an individual sees:

1. This is the email that the individual receives to register.

![Email Invitation]

2. The individual is directed to the supplier registration site, reads the page and clicks continue with registration.

![Supplier Registration Page]
3. The individual creates an account.
4. The individual logs in.
5. Once the account is created, the supplier starts their registration.

6. The individual adds general information.
7. The individual adds their address.

8. The individual adds contact information.

![Image of Supplier Portal with address and contact information being added.](image-url)
9. The individual chooses either payment by check or by TigerPay. If TigerPay, please follow instructions to register with TigerPay.

10. If the individual chooses payment by check, the following screen pops up.
11. Click Next.

12. US individuals are not required to provide tax documentation. If an international individual, an “add tax document” drop down will appear (b).
b. For International individuals:

13. The individual will certify and submit.
14. Once submitted, the individual will get this email. The individual will become an active buyerWays within 3-5 business days unless additional information is required.