All instructors must register on the University Supplier Database in order to get paid for your services.

Ruth Poland, at USC Aiken External Programs, will send you an e-mail invitation to register on the USC Supplier Portal. This may not occur until after the semester has commenced..

**ruth.poland@usca.edu** **(803) 641-3741**

**After** you have received an invitation to register from Ruth you may proceed with registration.

To **register** with USC to become a new supplier, please click [here](https://supplier.ps.sc.edu/) on your invitation e-mail.

Click on **Create an Account** inUSC Supplier Portal. Read message. Click back to Supplier Home page.

Click on Create an Account (New Users) Select **New U.S. Supplier,** **Register now.**

Select **Start a new registration form.** Select **Individual.** Select **Next.**

Enter S.S. # in **U.S Tax Identification Number** without hyphens.

Enter your name in **Business Name.**

Skip to **Profile Questions.**

1. Enter **ruth.poland@usca.edu**
2. Enter **Services.**
3. Enter **Contractual Services.**
	1. Skip
4. Please **attach a completed and signed form W-9**.  To obtain a blank copy of the form W-9, please navigate to https://www.irs.gov/pub/irs-pdf/fw9.pdf from your web browser. Use IRS site. **You should have received one with your invitation.**

**Payment Option**: I recommend **not** selecting the Direct Deposit option as enrollment is cumbersome and invasive.

**Additional Reporting Elements** are optional.

Select **Next**.

Enter **Primary Address** information.

**Other Addresses if applicable.**

Select **Next**.

**Contacts**. Enter your contact information.

Select **Next**.

**Terms and Conditions.** Select accept.

**Review.**

**Submit.**