STEP 1: HOW TO – REGISTER AS A SUPPLIER For Department of Human Services Rental Assistance Payments

1. Click “Online Application” to begin the application to be added as a new or update existing information in our system to receive payment.

2. Choose whether you are registering as an Individual or Business and click “Next”.
3. Give information about yourself or your business. If at any time you need additional help click the HELP (?) next to the section heading.

**Identifying Information - Step 2 of 5**

*Company Identification Number is 4-6 digits (PIN) chosen by you, the registrant.*

Individual's names should be entered as LAST, FIRST MI (e.g. DOE, JOHN S). Commas and apostrophes should not be used in business names.

**Unique ID & Company Profile**

*Company Identification Number* | Enter any 4-6 digits you want
---|---
*Tax Identification Number* | Your SSN or FEIN used to file with IRS
*Supplier Name* | Business Name, DBA, or Legal Name
*Additional Name* | If DBA, enter Legal Name tied to Tax Identification Number

http://URL

Optional: Enter website address

Open URL

**Profile Questions**

*Tax Classification* | Choose how recognized by IRS
---|---
*Do you report payment information to IRS?* | Choose Yes
---|---
*OMB/IRS Form Link* | Unless IRS sees you as non-reportable
Add Attachment


Attach a copy of your IRS tax-exempt determination letter if your nonprofit organization is federally exempt.
Enter special program code if applicable

Enter COVID-ERB

**Comments**

**Required field**

Profile Attachments

**File Attachment**

Choose File
Find your saved W-9 form

Upload
Cancel
4. Enter the mailing address for payments and correspondence to be sent. If multiple addresses are needed, enter the “Additional Address” that will be receiving a payment.
   * Each address requires Payment/Banking Information and 1099/Withholding Information be defined if you file with IRS.

5. Add at least one Primary Contact must exist.

   Contacts - Step 4 of 5

   To ensure you receive correspondence about your account, if a contact is absent or leaves the company, use an Info email account for at least one contact's email address. Each contact must be designated to an address. One Primary Contact must exist.
   * You have not added any contact information to your application. Choose “Add Contact” to add new contact information.
6. Review your application for accuracy and Submit!

**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.

[XX] Select to accept the Terms of Agreement below.

Terms of Agreement

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*The Office of Management & Budget - Vendor Registry will review your application for completeness and approval. You will be emailed your Supplier ID when it is approved. Applications may take 1-2 business days for review and approval.

**STEP 2: TO RECEIVE PAYMENT:**

1. OMB does not work with payments, payment statuses or have information on your renters or application. Once you have your Supplier ID you will need to work with Department of Human Services Rental Assistance Program to get into their system and request payment or information on your application status.

- **NEED HELP?** Please contact 701-328-1907 or dhserb@nd.gov.