



Recipient Select Plus

Foreign Supplier Registration Process

Table of Contents

I. PURPOSE.....	1
II. SCOPE.....	1
III. CONTACTS.....	1
IV. PROCEDURE	1

I. PURPOSE

To document the process for foreign supplier to register for the Recipient Select Plus portal.

II. SCOPE

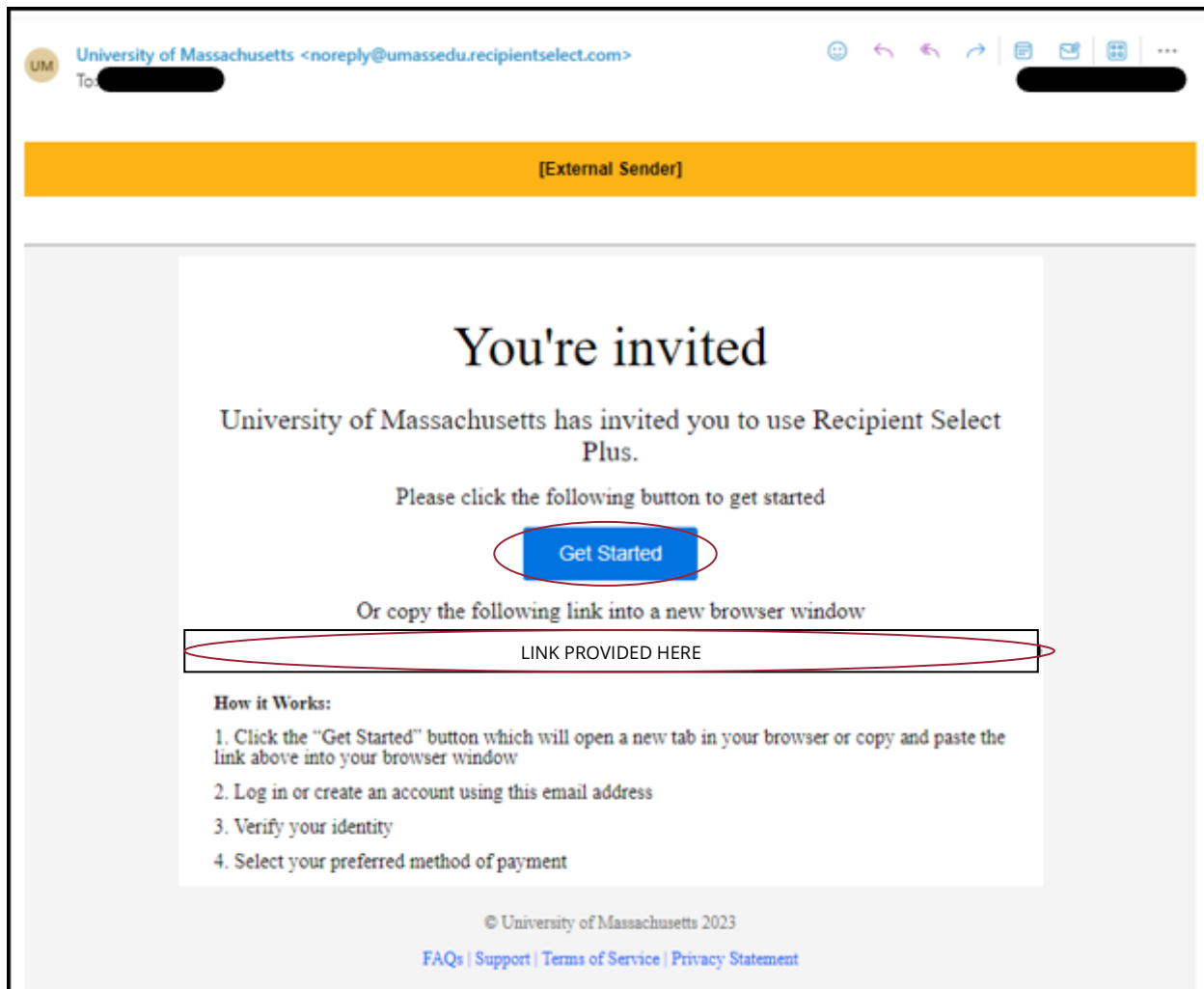
This process is only applicable to foreign individual suppliers. This process is only kicked off after a supplier has become a registered supplier with UMass and payment has been processed.

III. CONTACTS

Treasury
Treasurer_ePay@umassp.edu

IV. PROCEDURE

1. Once a payment has been initiated from UMass, the supplier receives invitation email from noreply@umass.edu.recipientselect.com. The supplier should click “GET STARTED” blue button or copy the link provided within the email.



2. Link will direct supplier to RSP portal. The email address will automatically populate in the email field. The email address will be the same email address the email invitation was sent to, i.e., the email address provided to UMass during the UMass supplier registration process. **Please note that the email field cannot be changed.** Supplier will create a password and re-enter the created password. Supplier must check off the 2 boxes for terms and conditions and privacy statement. Next, the supplier will click "SUBMIT"

Register

Welcome! To receive your payment, please provide the information below to begin creating an account.

Email *

EMAIL ADDRESS WILL BE PREFILL

Password * ⓘ

Enter Password

Re-enter Password *

Re-enter Password

☐

I have read and agree to the [Terms and Conditions](#) *

☐

I have read and agree to the [Privacy Statement](#) *

Register

If you have already created an account, please [Login](#)

- Supplier will receive a pop-up box stating the registration was successfully created. Supplier clicks "OK".

The image shows a web registration page titled "Register". Below the title is a welcome message: "Welcome! To receive your payment, please provide the information below to begin creating an account." The form includes fields for "Email", "Password", and "Re-enter Password". A modal window titled "Registration" is displayed in the center, containing the text: "Your account has been successfully created. Now you will be redirected to the login page." At the bottom of the modal is a blue button labeled "OK", which is circled in red. Below the form fields, there are two checkboxes, both of which are checked: "I have read and agree to the [Terms and Conditions](#) *" and "I have read and agree to the [Privacy Statement](#) *".

4. Supplier is redirected to RSP portal login page. Supplier will enter in the email address and password created for RSP portal. Supplier will click "LOGIN"



Login

Welcome Back! Please sign in using the email address and password you used to register.

Email *

Enter Email Address

Password *

Enter Password

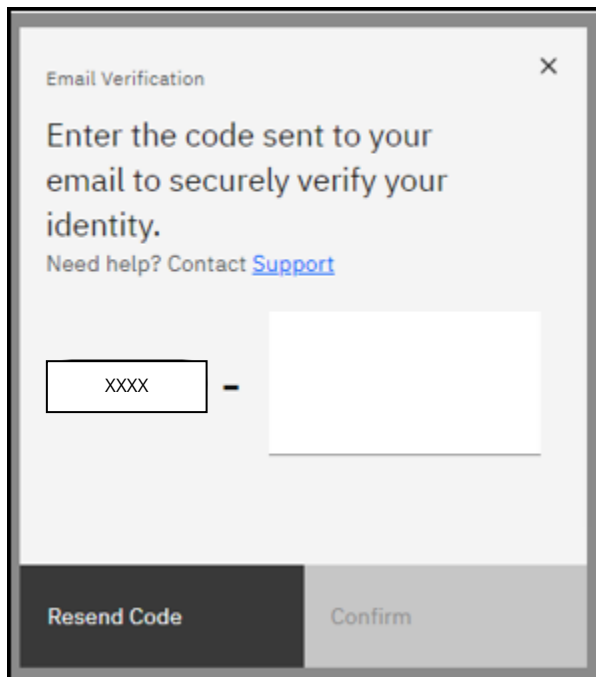
Login

[Forgot your Password?](#)

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5. The supplier will go through the two-step authentication process.



Email Verification

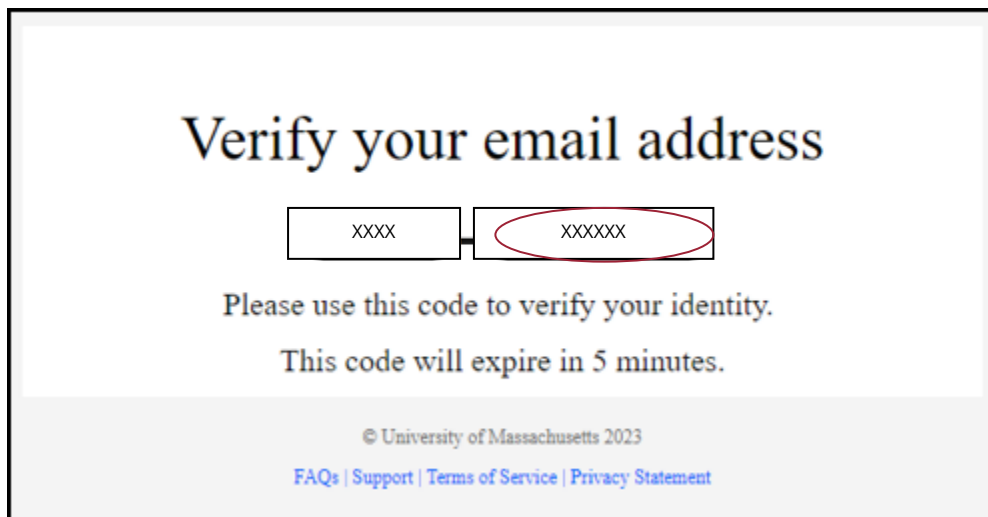
Enter the code sent to your email to securely verify your identity.

Need help? Contact [Support](#)

XXXX -

Resend Code Confirm

- The supplier will need to check their email for an email containing a 4-6 digit verification code.



Verify your email address

XXXX - XXXXXX

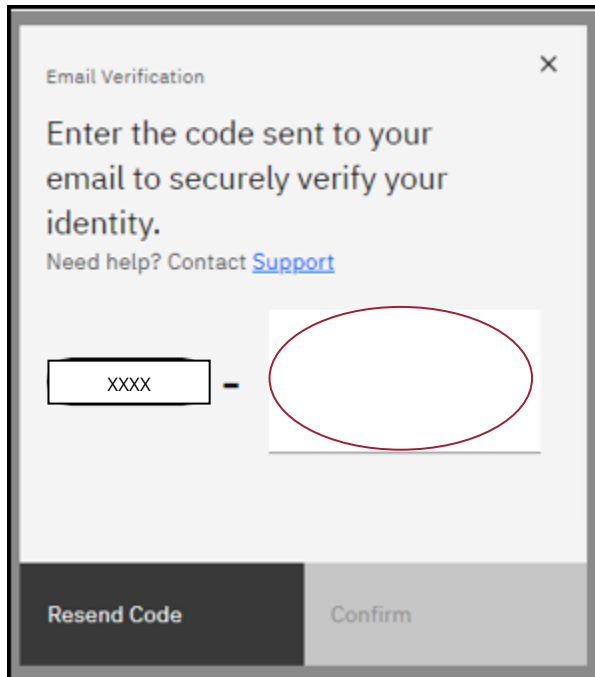
Please use this code to verify your identity.

This code will expire in 5 minutes.

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- Supplier will enter in the 6 digits after the hyphen. Supplier will click "CONFIRM".





The image shows a modal dialog box titled "Email Verification" with a close button (X) in the top right corner. The main text inside the dialog reads: "Enter the code sent to your email to securely verify your identity." Below this text is a link: "Need help? Contact [Support](#)". There is a text input field containing "XXXX" followed by a hyphen and a large empty oval shape, likely representing a second input field for a code. At the bottom of the dialog, there are two buttons: "Resend Code" on the left and "Confirm" on the right.

8. Supplier will be directed to the RSP portal to "SET UP ACCOUNT". Supplier will need to select the "COUNTRY OF RESIDENCE" and "DATE OF BIRTH". Supplier clicks "CONTINUE".

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Recipient Select Plus

A

☒ Set Up Account

☐ Add Payment Information

☐ Confirm Details


Set Up Account

Help us get to know you:

We want to make sure you get your money safely and securely. It is important that you enter your legal information so that we can properly validate your identity and process your payment.

Country of Residence *

Select

Date of Birth *

Month

Select

Day

Select

Year

Select

Continue

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9. Supplier address outside the United States is requested to complete in the following fields and click “CONTINUE”.
- First Name
 - Middle Name (not required)
 - Last Name

- d. Address Line 1
- e. Address Line 2 (not required)
Locality
- f. Province
- g. Postal code
- h. Phone number
- i. National ID (Passport or driver license)

Set Up Account

Thank you! Just a few more details:

Please provide the following details in the space provided so that we can set up your account. First and Last name must match your payment account information and only use Latin characters.

First Name *

Enter First Name

Middle Name

Enter Middle Name

Last Name *

Enter Last Name

Address Line 1 *

Street Address

Address Line 2 (optional)

Unit #, Apt, Suite

Locality *

Locality

Province *

Province

Postal code *

Postal code

Phone Number *

+XXXXXXXXXX

National ID *

Passport or driver license

10. The supplier will now select how they would like to receive payments. Supplier can click on any option available and click "CONTINUE". Suppliers who select

a COUNTRY OF RESIDENCE outside of the United States (step 8) will only have the option of PayPal.

11. Supplier will click “CONTINUE”. The supplier will be redirected to the PayPal website to continue to link the PayPal account to the supplier’s RSP account.
NOTE: the name (first and last name) used for the RSP portal MUST be the name on the PayPal account.

☒ Set Up Account


☒ Add Payment Information

☐ Confirm Details

Add Payment Method

Almost there! Please select how you would like to receive your payment.

Account information must be correct to avoid potential payment rejection. First and Last Name on your profile must match your payment account information.




When you click Continue, you will be redirected to PayPal to link your account.



Back


Continue


12. The supplier will be asked to confirm the details they have entered in the screens above.


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Recipient Select Plus

 Set Up
Account

 Add Payment
Information

 Confirm
Details

Confirm Your Details

Please ensure your information is correct. You will not be able to change your payment method or details once the payment has been initiated. To make changes, go back one screen or click “edit” on this screen

Account Information:

[edit](#)

ALL INFORMATION ENTER WILL BE LISTED HERE

Delete

Complete Registration

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13. The supplier will go through the “IDENTITY VERIFICATION” process. Supplier clicks “CONTINUE” and waits a few moments before the screen refreshes.

The screenshot shows the top header with the University of Massachusetts logo and the text "University of Massachusetts Recipient Select Plus". Below the header, the main heading is "Identity verification". The text below the heading reads: "We need to verify your identity. Click continue to move forward with the identity verification process. If you choose not to continue, you will be unable to claim any pending payments until your profile is reviewed by University of Massachussetts". At the bottom, there are two buttons: "Exit" and "Continue". The "Continue" button is highlighted with a red oval.

14. The supplier will see "ID proofing was successful". Supplier clicks "CONTUNIE". Supplier clicks "CONTINUE". If the supplier's ID proofing fails, the supplier will have 2 chances to correct the account information. **If the supplier fails after the 2 chances, the supplier will receive a failed ID proofing message and will not be able to continue with the process.** The supplier should email: Treasurer_ePay@umassp.edu for ID proofing failure support.


The screenshot shows the top header with the University of Massachusetts logo and the text "University of Massachusetts Recipient Select Plus". Below the header, the main heading is "ID proofing was successful". The text below the heading reads: "We have verified your information". Below that, it says: "Thank you! Your profile is now active. You can claim any pending payments through your dashboard." At the bottom, there is a "Continue" button, which is highlighted with a red oval.

15. The supplier will be directed to the RSP portal Dashboard section, where payment can be accepted. Here, the supplier clicks “ACCEPT PAYMENT”.


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Recipient Select Plus

⌵A




Dashboard

 Hi,

YOUR FIRST NAME

!

Upcoming Payments



PAYMENT DATE	AMOUNT
REMITTANCE INFORMATION OR BLANK	
<div>Accept Payment</div>	

Past Payments

No past payments

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16. Supplier will review the payment information and can either “EDIT” the payment method to change or add payment method or select the saved “PAYMENT METHOD” from the drop-down. The supplier will check off the Terms and Conditions box and click “ACCEPT PAYMENT”

Initiate Payment

Please ensure your information is correct

You will not be able to change your payment method or details once the payment has been initiated. To make changes, click “edit” on this screen

Payment Information:

Date:

Description:

Email:

Amount:

Payment Method:

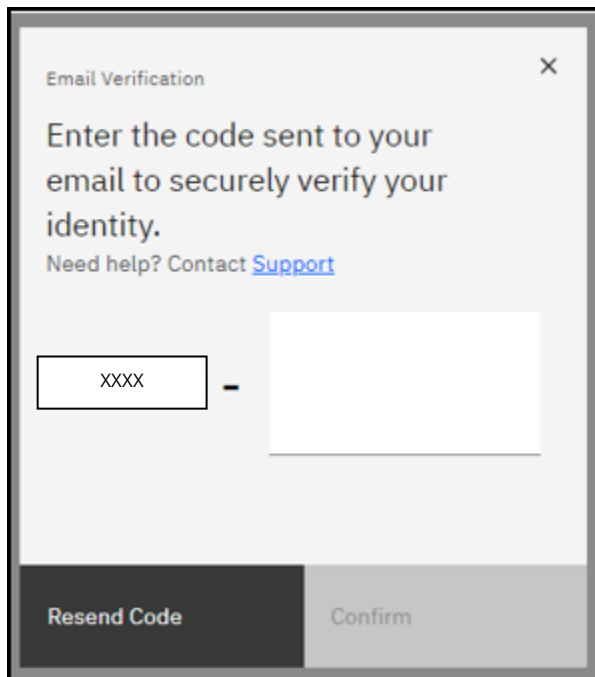
[edit](#)

Payment Method

Currency

☐ I agree to the Payment [Terms and Conditions](#)

17. The supplier will continue through the duo authentication process.



Email Verification

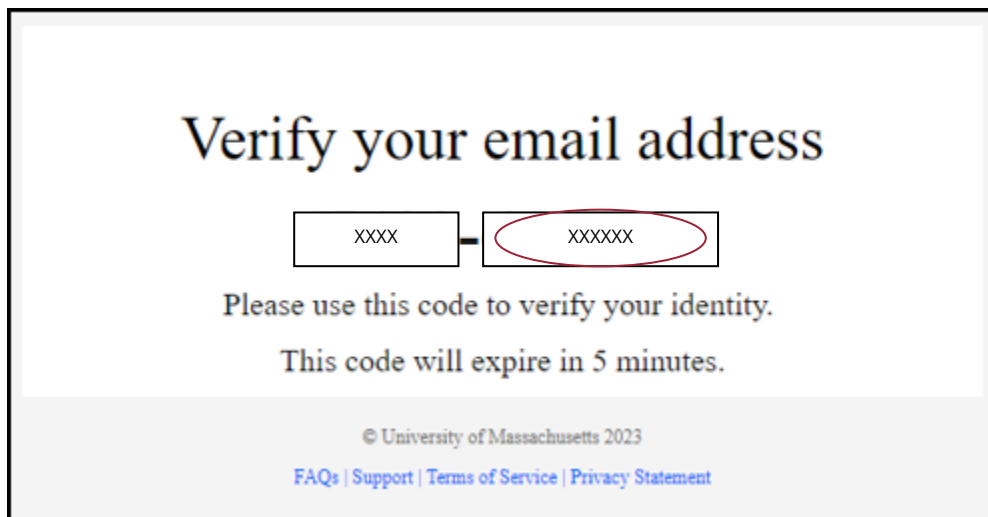
Enter the code sent to your email to securely verify your identity.

Need help? Contact [Support](#)

XXXX -

Resend Code Confirm

18. The supplier must check their email for an email containing a 4-6 digit verification code.



Verify your email address

XXXX - XXXXXX

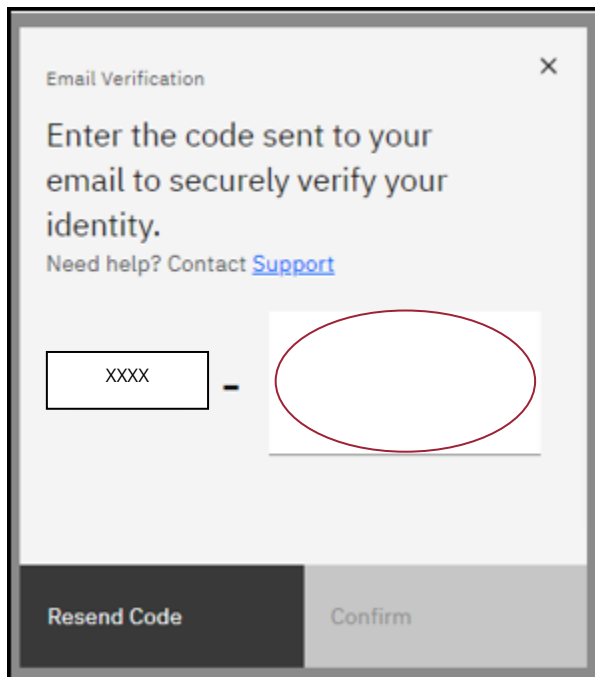
Please use this code to verify your identity.

This code will expire in 5 minutes.

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19. Supplier will enter in the 6 digits after the hyphen. Supplier will click "CONFIRM".



Email Verification

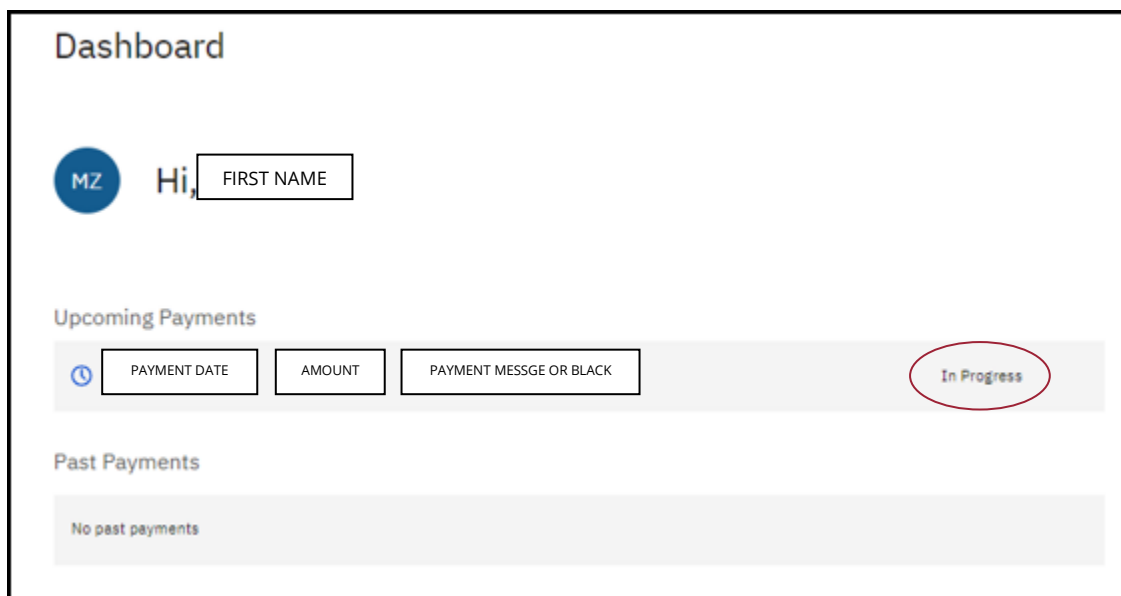
Enter the code sent to your email to securely verify your identity.

Need help? Contact [Support](#)

XXXX -

Resend Code Confirm

20. Supplier will be returned to the RSP portal. The Upcoming Payments section will update from “ACCEPT PAYMENT” to “IN PROGRESS”



Dashboard

MZ Hi,

Upcoming Payments

	PAYMENT DATE	AMOUNT	PAYMENT MESSAGE OR BLACK	
				In Progress

Past Payments

No past payments

21. Each payment method has its own processing timeframe. The supplier can expect the funds:

- a. PayPal typically within 1 – 5 hours but can take up to a day