Recipient Select Plus

Foreign Supplier Registration Process

Table of Contents

I.   PURPOSE

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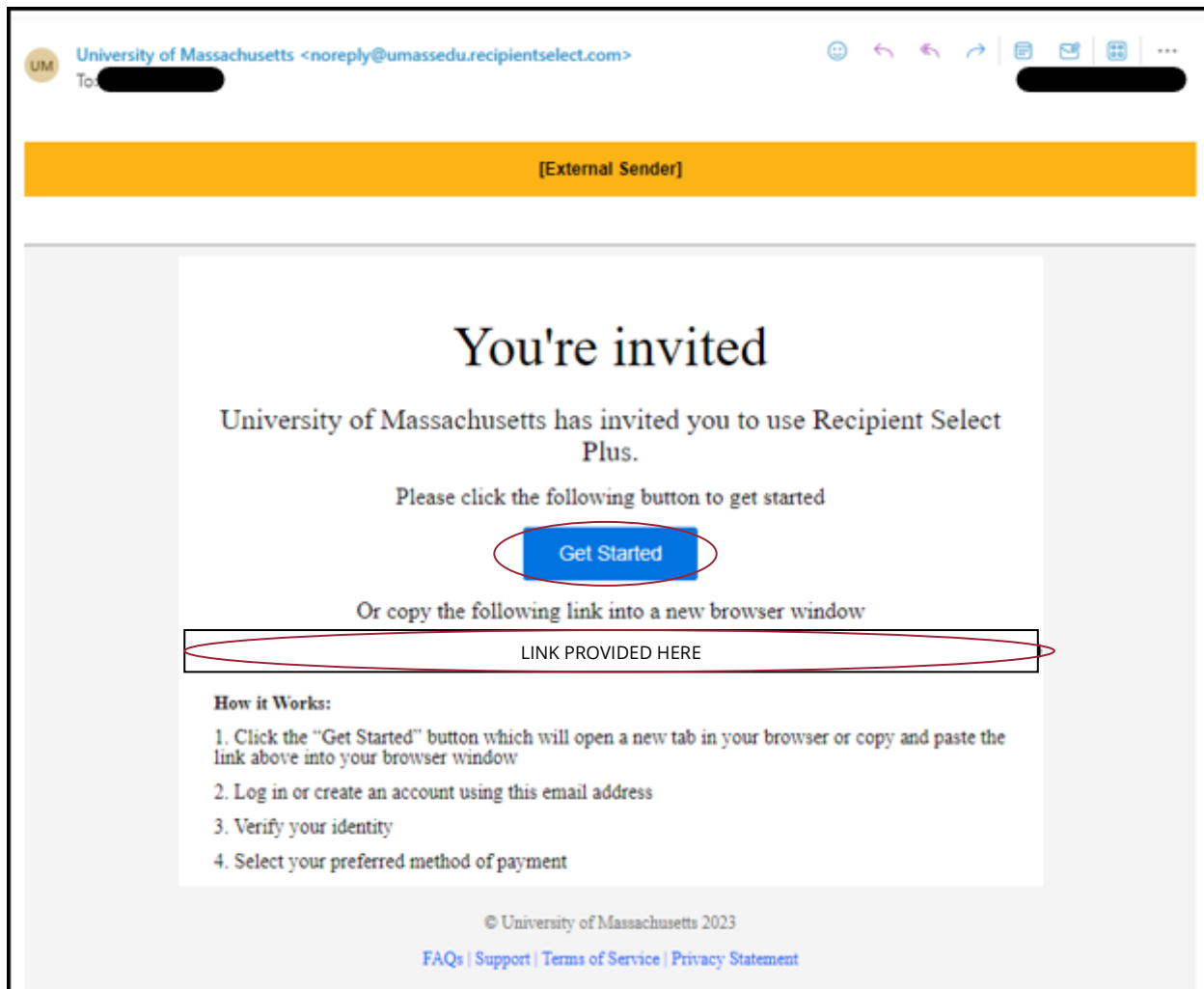
II.   SCOPE

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@umassedu.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"

University *of* Massachusetts
UMASS Amherst · Boston · Dartmouth · Lowell · Medical · Law · Online

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

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

University *of* Massachusetts
UMASS

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"

University of Massachusetts

Amherst · Boston · Dartmouth · Lowell · Medical · Law · Online

Login

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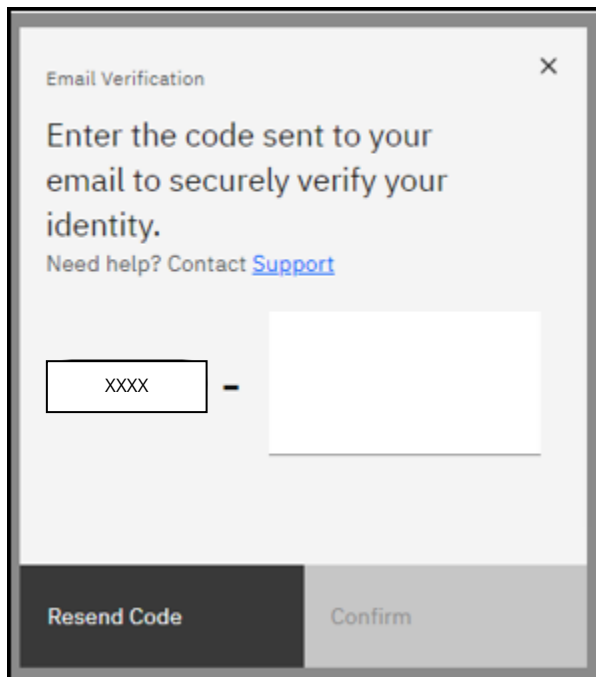
Email *

Enter Email Address

Password *

Enter Password

Login

Forgot your Password?

© University of Massachusetts 2023

FAQs | Support | Terms of Service | Privacy Statement

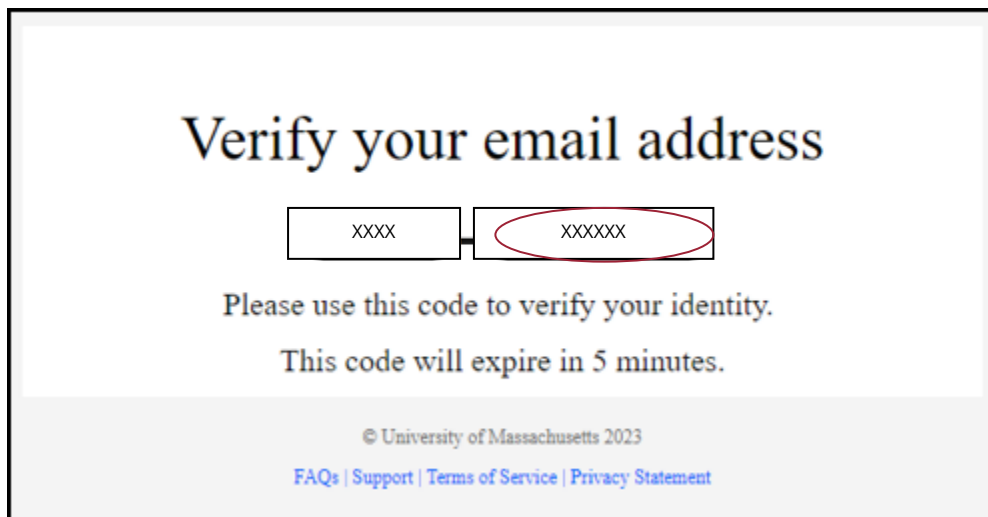5. The supplier will go through the two-step authentication process.

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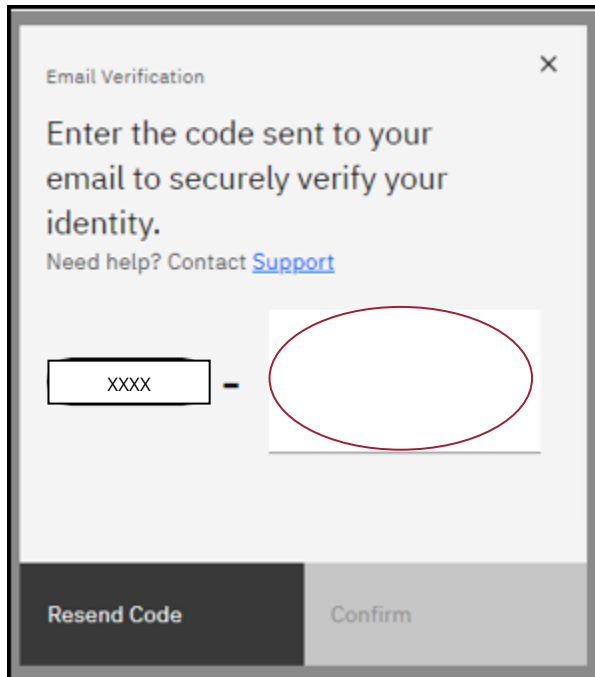

Verify your email address

Please use this code to verify your identity.

This code will expire in 5 minutes.

© University of Massachusetts 2023

FAQs | Support | Terms of Service | Privacy Statement

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

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".

9. Supplier address outside the United States is requested to complete in the following fields and click "CONTINUE".
    a. First Name
    b. Middle Name (not required)
    c. 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 *

+XXXXXXXXXXX

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 selects

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.

University of Massachusetts
Amherst · Boston · Dartmouth · Lowell · Medical · Law · Online

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 INFORMATON ENTER WILL BE LISTED HERE

Delete

Complete Registration

© University of Massachusetts 2023

FAQs | Support | Terms of Service | Privacy Statement

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

University of Massachusetts

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.

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

University of Massachusetts
Amherst · Boston · Dartmouth · Lowell · Medical · Law · Online

Recipient Select Plus

Dashboard

MG   Hi, YOUR FIRST NAME !

Upcoming Payments

PAYMENT DATE

AMOUNT

REMITTANCE INFORMATION OR BLANK

Accept Payment

Past Payments

No past payments

© University of Massachusetts 2023

FAQs | Support | Terms of Service | Privacy Statement

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

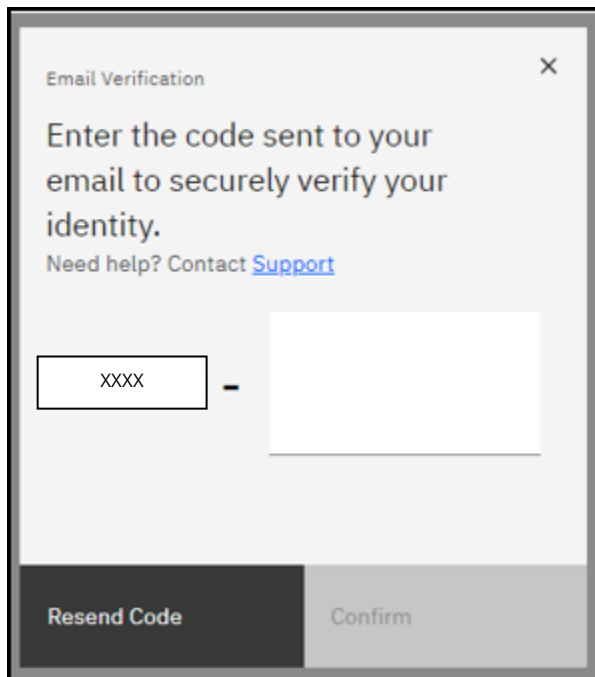### Payment Information:

Date:

PAYMENT DATE

Description:

PAYMENT MESSAGE OR BLANK

Email:

YOUR EMAIL ADDRESS

Amount:

AMOUNT

Payment Method: edit

Payment Method

CHOOSE YOUR PAYMENT METHOD   ⌄

Currency

US Dollar   ⌄

☐ I agree to the Payment Terms and Conditions

Back   Accept Payment

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

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

Verify your email address

Please use this code to verify your identity.

This code will expire in 5 minutes.

© University of Massachusetts 2023

FAQs | Support | Terms of Service | Privacy Statement

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

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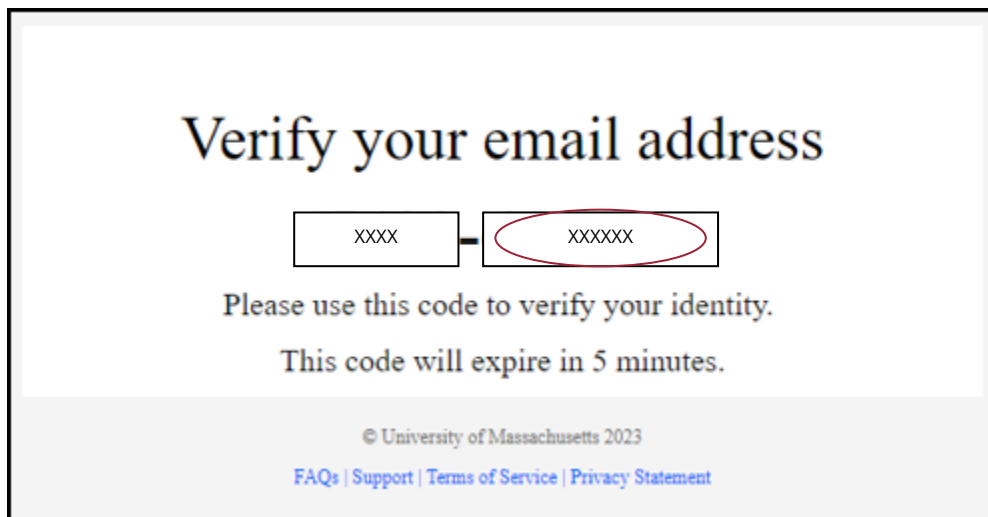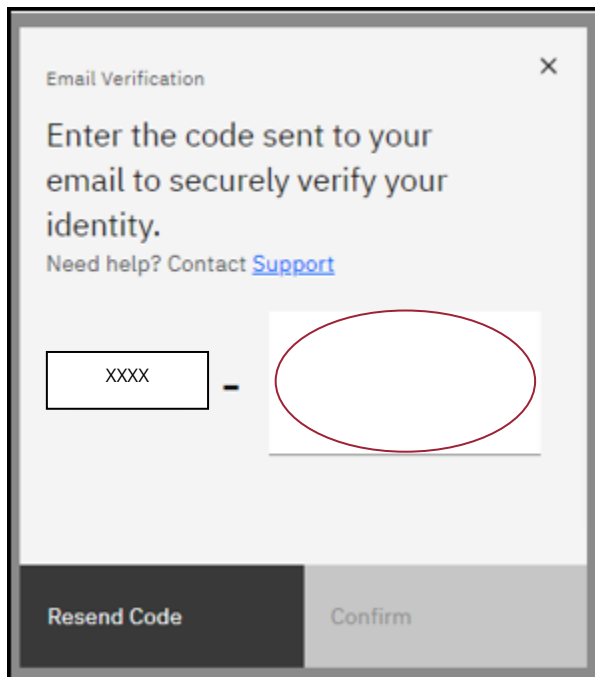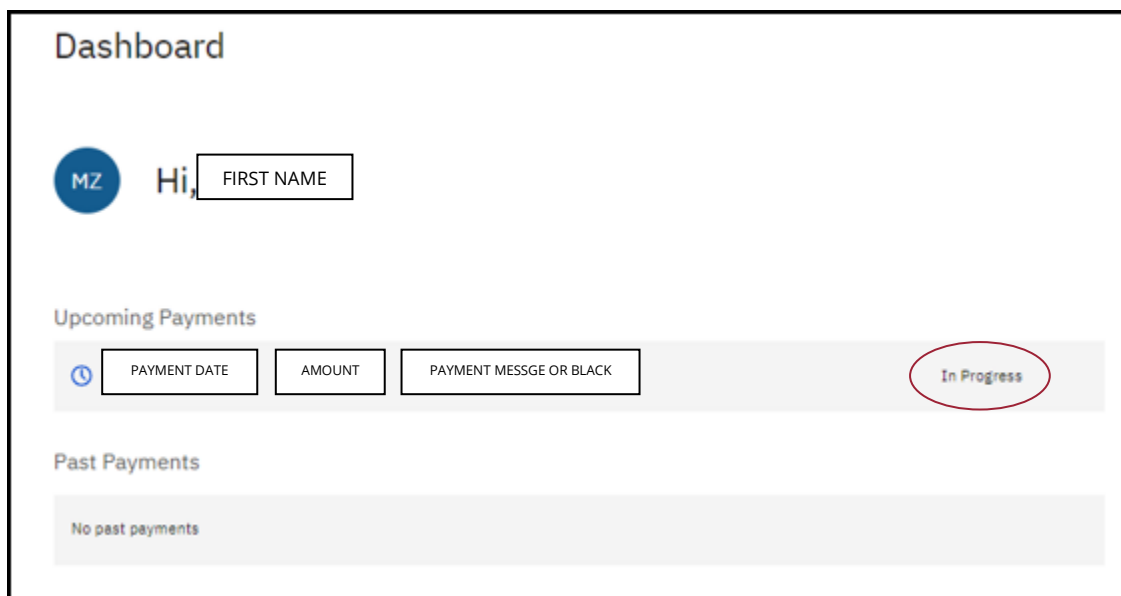
Enter the code sent to your email to securely verify your identity.

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, FIRST NAME

Upcoming Payments

🕐 PAYMENT DATE   AMOUNT   PAYMENT MESSGE 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

University *of* Massachusetts