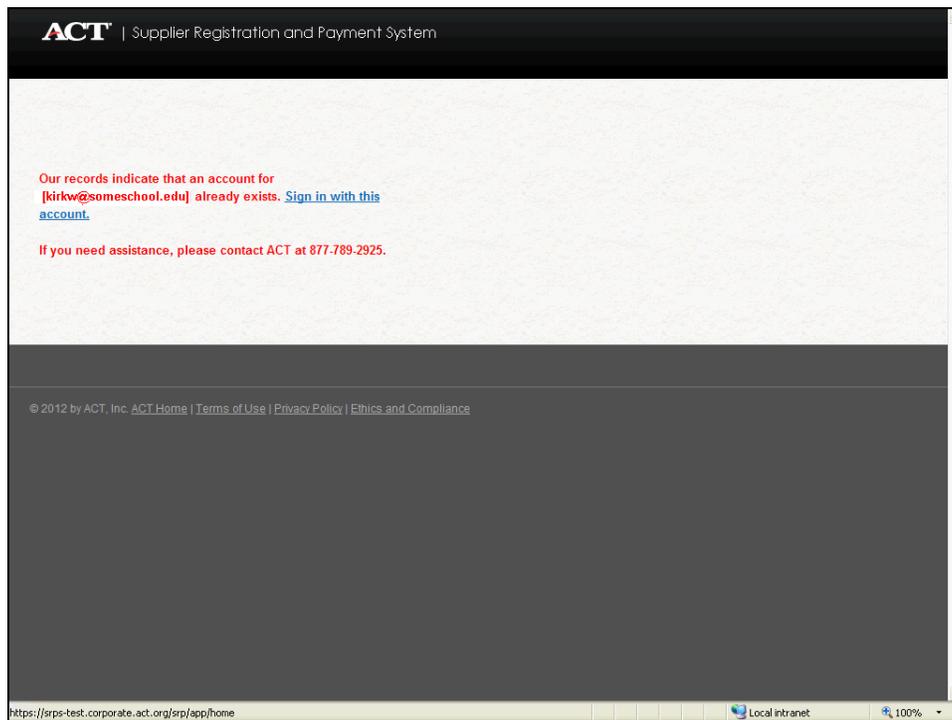
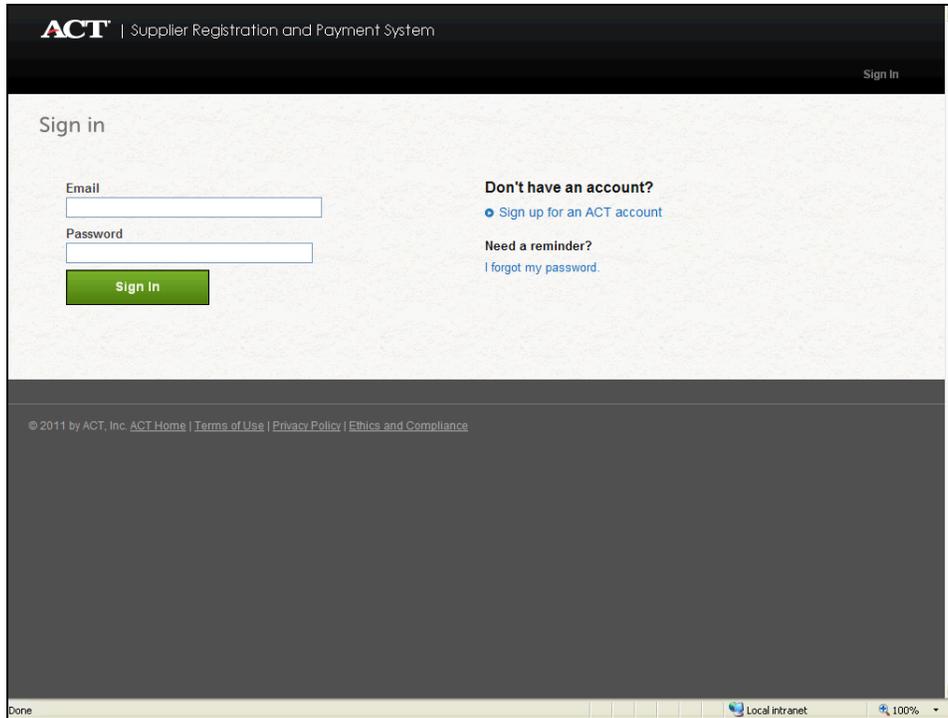


Account Already Exists

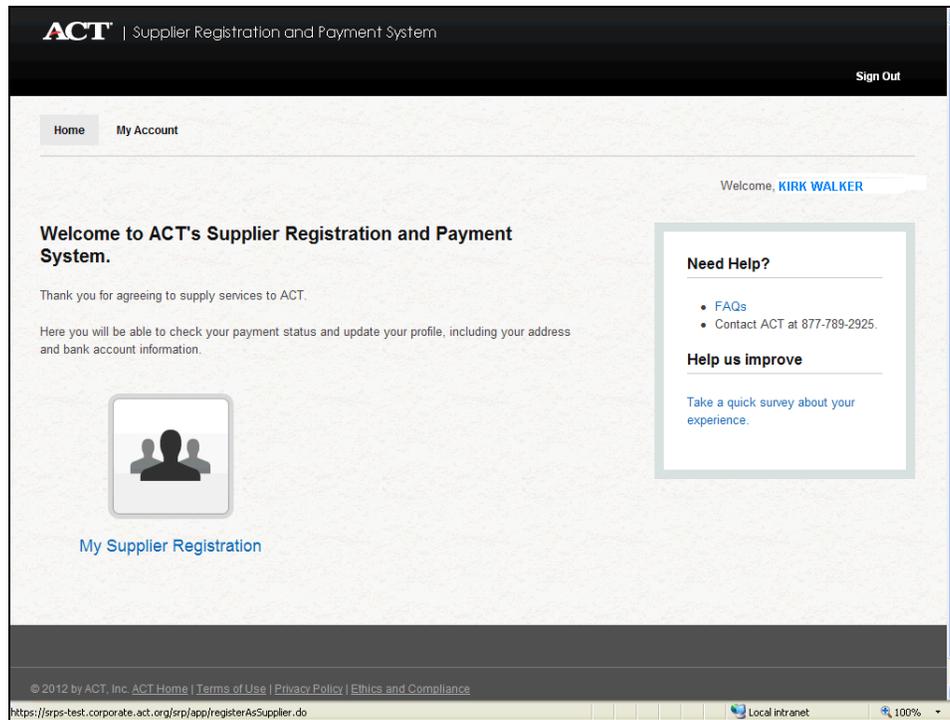
Step	Action
1.	<p>You may already have an ACT Account, e.g., for the Career and College Readiness Information System (CCRIS).</p> <p>In that case, the system will indicate your account already exists and prompt you to sign in using that account.</p>



Step	Action
2.	Click the Sign in with this account. link.



Step	Action
3.	Enter your existing email address/user ID into the Email field.
4.	Enter the associated password into the Password field. Remember: You can use the "I forgot my password" link if you forgot it.
5.	Click the Sign In button. 



Step	Action
6.	Since your account already exists, continue by registering as a supplier. This is necessary for you to be paid. Click the My Supplier Registration button.

Step	Action
7.	<p>Reply to:</p> <p>"Do you or will you work at a test center during the administration of a test?"</p> <p>Click the Yes option.</p> <p>IMPORTANT - Test Center Supervisors and workers must not skip this step.</p> 
8.	<p>The system will require you to accept the related terms and conditions.</p> <p>Click the ACT Terms and Conditions applicable for Test Center Workers link to view the terms.</p>
9.	<p>Click to check the I accept option.</p> 
10.	<p>Respond to: "Have you been or will you be either an item writer or an item reviewer?"</p> <p>Click the Yes or No option. If yes, read and accept the related terms and conditions.</p> 
11.	<p>Because you already have an account, the system knows and displays your name.</p> <p>Enter your address information into the Address field.</p>
12.	<p>Select your state from the State/Region list of values.</p>
13.	<p>Enter your city or town name into the City/Town/Locality field.</p>

Step	Action
14.	Enter your ZIP code into the Postal Code field.
15.	Enter your telephone number into the Phone Number field.
16.	Click the W-9/W-8 BEN certification link for information about W9/W-8 certification, if needed. Accept the Yes option if you are a U.S. person so defined. Otherwise, select the No option. W-9/W-8 BEN certification?
17.	Enter your social security (SSN) or Taxpayer ID (TIN) into the Social Security Number or U.S. Taxpayer Identification Number field.

Step	Action
18.	If you selected Yes, you will also need to accept W-8/W-9 terms and conditions Click the I accept the Terms and Conditions for W-8/W-9 link to view them. I accept the Terms and Conditions for W-8/W-9
19.	Click to check the I accept option. <input type="checkbox"/>

Supplier Information
 Enter your address where you will receive your tax documents and other ACT materials.

Supplier Name: KIRK WALKER
 Country: United States
 * Address: 1100 Clinton St
 * State/Region: IOWA
 Province:
 * City/Town/Locality: IOWA CITY
 * Postal Code: 52240
 * Phone Number: 319-555-1212

Tax Information

Are you a U.S. Person, as defined in the [W-9/W-8 BEN certification?](#) Yes No

* Social Security Number or U.S. Taxpayer Identification Number: 610 01 0005

I accept the [Terms and Conditions for W-8/W-9.](#)

Payment Preference

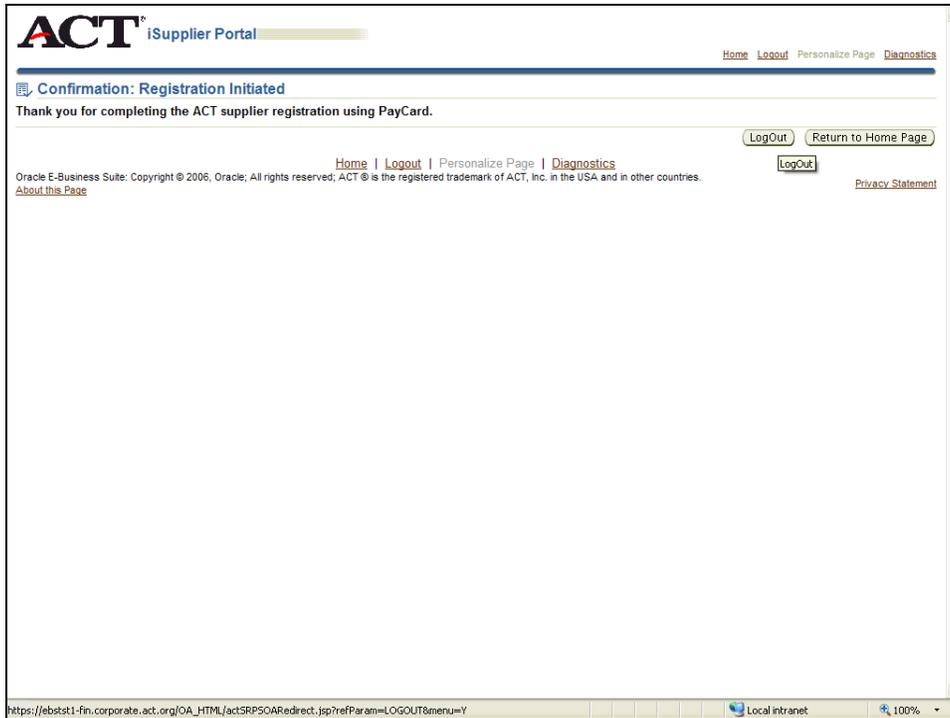
Preferred Payment Method: Direct Deposit [What is a Direct Deposit ?](#)
 Pay Card [Card ?](#)

I agree to the [Direct Deposit/Pay Card authorization.](#)

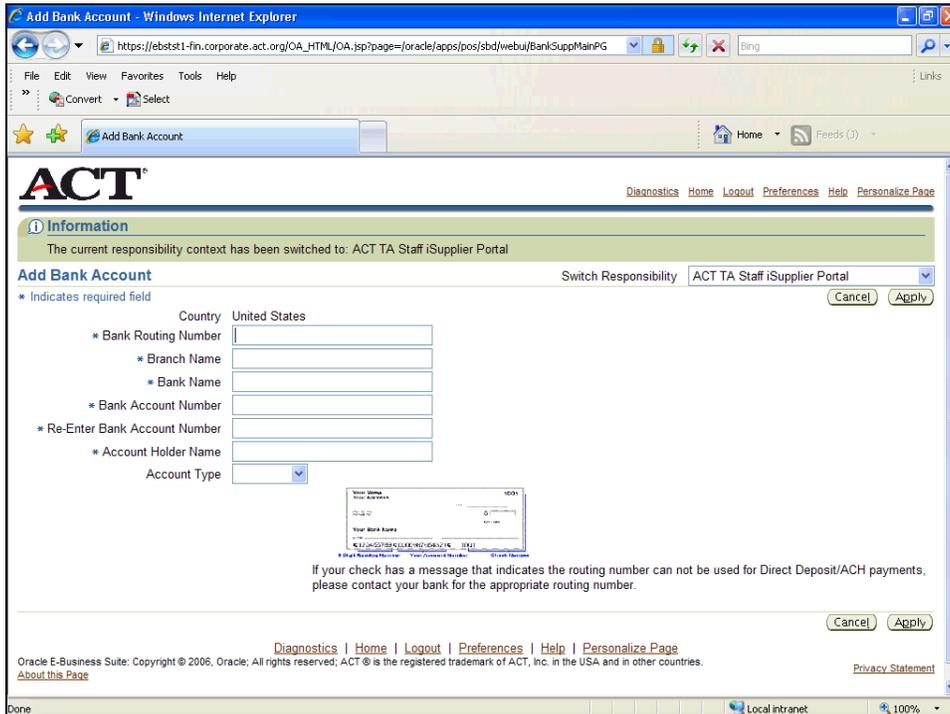
Click to Register

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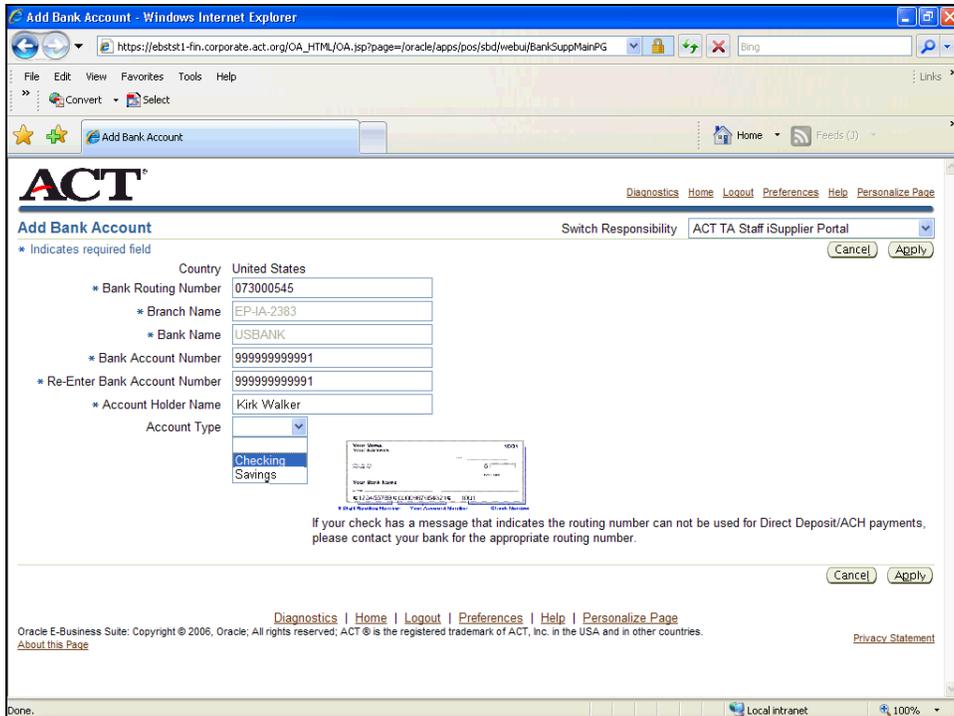
Step	Action
20.	Enter your payment preference. If you need information about the Direct Deposit or Pay Card options to decide, click on the appropriate link.
21.	Click to check the Direct Deposit or the Pay Card option. 
22.	Click the I agree option to accept direct deposit or authorize payment by pay card. 
23.	Click the Save and Continue button to complete registration. 

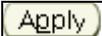


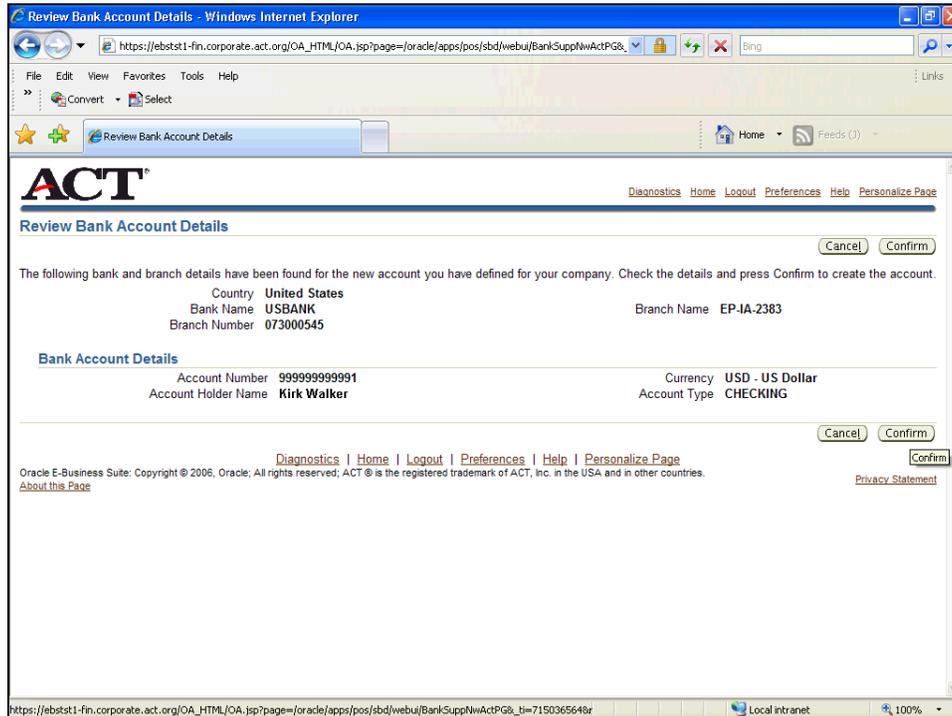
Step	Action
24.	<p>If you selected Pay Card, you will receive the confirmation message.</p> <p>If you selected Direct Deposit, you will be prompted to enter additional information</p>



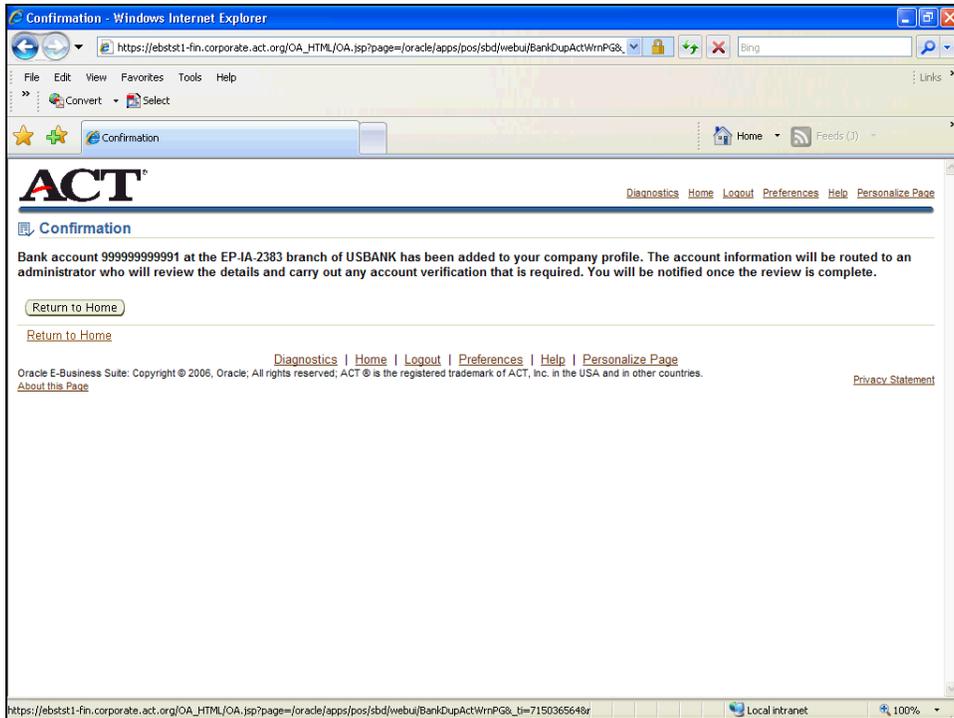
Step	Action
25.	<p>For Direct Deposit:</p> <p>Use the Add Bank Account page to supply the information required for Direct Deposit.</p> <p>Enter your bank routing number into the Bank Routing Number field.</p> <p>(This is a 9-digit number found at the bottom left corner on most checks).</p>
26.	<p>Press [Tab].</p> <p>If you have entered a valid bank number, the system will populate the Branch Name and Bank Name associated with the routing number.</p>
27.	<p>Enter the account number you want to receive your payment into the Bank Account Number field.</p>
28.	<p>Re-enter the account number into the Reenter Bank Account Number field to verify your entry.</p>
29.	<p>Enter your name as it appears on your account into the Account Holder Name field.</p>
30.	<p>Click the Account Type drop-down list button.</p> 



Step	Action
31.	Select Checking , or Savings , from the list of values. 
32.	Click the Apply button. 



Step	Action
33.	Use the Bank Account Details Review page to verify that the information is correct. Click Cancel to make changes. Click the Confirm button if correct. 



Step	Action
34.	<p>Once you submit your bank information the system will display the Confirmation page.</p> <p>Click the Return to Home button or hyperlink.</p> <p></p>
35.	<p>You have completed your registration and payment preferences.</p> <p>Click the Sign Out link.</p> <p></p>
36.	<p>End of Procedure.</p>