

Cooperating Teacher Checklist:

1. Complete On-Boarding Process	
2. Forward Supplier ID to Amasetta Kah	
3. Complete Part A	
4. Complete Part B and email Amasetta Kah a short description	

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1. On-Boarding

IF YOU HAVE NEVER BEEN PAID FROM UofL; Please do the below. IF YOU HAVE; please let me know. You should already be in our system as a supplier and therefore should already have a supplier ID number.

In order to pay you, the University requires you to register in the UofL financials system as a Supplier.

This registration is done through an on-line system called Supplier On-Boarding. In addition, all payments from UofL will be deposited directly into your bank account instead of a paper check being mailed to you.

You will receive a separate email from the Accounts Payable Office that will provide you a link to the site, along with login information and detailed instructions.

So, before you begin, you will need:

- Your bank account routing information that is listed on your organization's checks/deposit slips in order for an electronic payment to be deposited directly to your bank.
- The emailed link to the on-boarding site that includes detailed instructions on how to proceed.

After you have registered, you will receive a **confirmation email** (1st email) that your information has been submitted to the Controller's Office for **review and approval**.

Within approximately a week after, you should receive an **additional email** (2nd email) from the Controller's Office confirming your registration as a Supplier and providing you a **10-digit Supplier ID Number**.

2. Supplier ID number:

Please forward the **SECOND** email to me when you receive it. I will use your Supplier ID Number to process your payment.

3. Complete Part A:

Part A - <http://www.epsb.ky.gov/mod/page/view.php?id=14>

4. Complete Part B:

Part B - <http://www.epsb.ky.gov/mod/page/view.php?id=476>

Email Amasetta Kah a short description of what you learned/took away from the Part B training.