



This letter is to prepare you for AHA's registration process for new suppliers. As a new supplier, you are **required to register in AHA's Supplier Portal** before you can receive your first payment. The registration process consists of 3 simple steps:

Step 1: You will receive an email from AHA.Supplier.Portal@heart.org to **Create a User Account**

Step 2: After you create an account, a link will be emailed to you to **Activate your User Account**

Step 3: After you activate your account, log into the portal and **Fill Out your Supplier Profile** with **all** of the following details:

- Signed W-9 or W-8 Tax Form uploaded into the Portal.
- A 2nd address entered as a Remit-to (Invoice Payment) Address with:
 - Preferred Payment Method (Check, ACH, Wire)
 - Bank Account Information for ACH or Wire Payment Methods
- Additional Contacts including Account Representatives and Accounts Receivable
- Diversity Status, if your organization is a Diverse or Small Business
- Brief Description of the Products/Services you provide

Please collect this information **now** before you receive the first email from our Supplier Portal. Be sure to complete the registration process **no later than 2 business days** after receiving the first email. AHA cannot pay you/your organization until you complete all registration steps.

Need a W-9 or W-8 Form? Use the links below to download a blank form from the IRS' website:

W-9 Form (US Companies & Individuals):

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

W-8 Form (Non-US Companies & Individuals):

<https://www.irs.gov/pub/irs-pdf/fw8eci.pdf>