

REGISTRATION INSTRUCTIONS FOR SECURE PAYEE REGISTRATION SYSTEM (SPRS)

The Secure Payee Registration System (SPRS) is the new repository for reviewer data used to reimburse you for your peer review meeting related expenses and honoraria via direct deposit. NIH has discontinued use of the Central Contractor Registration (CCR) database and all records will expire. Please do not renew your CCR registration and please disregard further communication from CCR.

If you are not registered in SPRS, NIH will be unable to pay reimbursable expenses and honoraria. The NIH Office of Financial Management (OFM) has control of this secure site (note the <https> in the address line). *Only you can access this page with your information using **your login and password**.*

To complete the registration process you will need the following:

- Your U.S. financial institution account and routing numbers
- Your NIH eRA Commons account username and password

If you have forgotten your Commons account login name, please contact your Institute/Center SREA Administrator. You may access a list of all the designated NIH SREA Administrators by going to:

<http://cms.csr.nih.gov/PeerReviewMeetings/SREAProgram/NIH+SREA+Administrators.htm> and clicking on the hyperlink **NIH SREA Administrators**. If you have forgotten your password, once you have your login name, you can click on "Forgot Password?" for help with the password.

- Once you have gathered the above information, log into your NIH eRA Commons account at <https://commons.era.nih.gov/commons/> and complete the two steps below.

Step 1: Enter or Update Reviewer Address

It is extremely important that you ensure that the address entered here is your **current residential address**. All required fields must be completed. Please click on the Residential Address tab, review your information and make any necessary corrections.

- Foreign reviewers, this is the address where your check will be sent.
- U.S. reviewers, this is the address where your tax documentation from NIH will be sent.

- Click the "Submit" button.

The screenshot shows the 'Residential Address' form in the eRA Commons system. The form is titled 'Residential Address' and includes a 'Notes' section with instructions for trainees and reviewers. The form fields are as follows:

- Line 1: * (Required field)
- Line 2:
- Line 3:
- Line 4:
- Phone: *
- E-mail: *
- City: *
- State: *
- Zip Code: *
- Country: *
- Fax:

A red circle highlights the link 'Secure Payee Registration System' located below the form fields. A red arrow points to the 'Submit' button at the bottom of the form. The page footer includes the NIH logo, contact information, and the text '© 2008 NIH. All Rights Reserved. Screen Rendered: 12/08/2008 04:46:40 EST Screen Id: PPF6035'.

- Next, click on the [“Secure Payee Registration System”](#) link to be taken to a secondary login screen.
- Re-enter your eRA Commons account username and password to enter the secure site.

Step 2: Enter Payment Routing Information

Once the following page appears, please complete the sections below:

Office of Financial Management
SPRS
OFM Secure Payee Registration System

Peer Reviewers

Please respond to the questions below as completely as possible to ensure prompt and accurate payment.

Reviewer Name/ID [?](#) New Registration (MNUS) [\[log out\]](#)

Registration Status [?](#) **New Registration**

Registration Date N/A; Last modified: N/A

1. Please provide your US Social Security Number or check the (numbers only, no dashes or spaces) box provided:
 I do not have a US Social Security Number. [?](#)

2. The US Government requires that payments be made by electronic funds transfer (EFT) through the Automated Clearing House (ACH) network for all domestic payments. Please enter the information requested below for your ACH-enabled US bank account. Refer to the image at right to help locate your Routing number and Account number on one of your personal checks. If you do not have a US bank account and you are not a permanent US resident, please select the alternate option below.

My ACH-enabled US bank account information is as follows:

Routing # [?](#)

Account # [?](#)

Checking or Savings

My permanent residence is outside the US, and I do not have a US bank account. [?](#)

Personal Check Sample:

⑆987318231⑆ 0114173632⑈ 236

The routing & transit # is 9 digits surrounded by ⑆ left of # - If check # is left of account #, ignore check #

The account # is usually 10 digits - If check # is left of account #, ignore check #

The check # should match the # in the upper-right corner of check #

Note: These sets of numbers may appear in a different order on your check.

Secure Payee Registration System, Version 1.0-beta, 23 Nov 2008; [\[about SPRS\]](#) [\[frequently asked questions\]](#)

National Institutes of Health

The Office of Financial Management (OFM) is at the hub of program budget and resource accounting at the National Institutes of Health (NIH), developing, presenting, executing and reconciling a budget of over \$20 billion, that is appropriated to the 27 institutes and centers.

Department of Health and Human Services

In section 1:

- [Enter your U.S. social security number](#) (no dashes, just 9 digits). If you do not have a U.S. Social Security number, click the box that says, “I do not have a U.S. Social Security number”.

In section 2:

- If you have a [U.S. bank account](#), [enter your account number, routing number and account type](#) (even if you don't live in the U.S.) and you will be reimbursed via direct deposit.
- If your permanent residence is outside the U.S. **and** you do not have a U.S. bank account, [click the “My permanent residence is outside the U.S...”](#) radio button and your registration will be reviewed by OFM. You may be contacted directly for more information if needed. If approved a check will be mailed to you.
- [Click on the “Submit”](#) button to complete your registration.
- [Click on “Log Out”](#) next to your reviewer name near the top of the screen to finalize your payment information in the Secure Payee Registration System.
- If you have questions, please click on the for a list of Frequently Asked Questions.