

# Howard County Public School System Supplier Registration Page

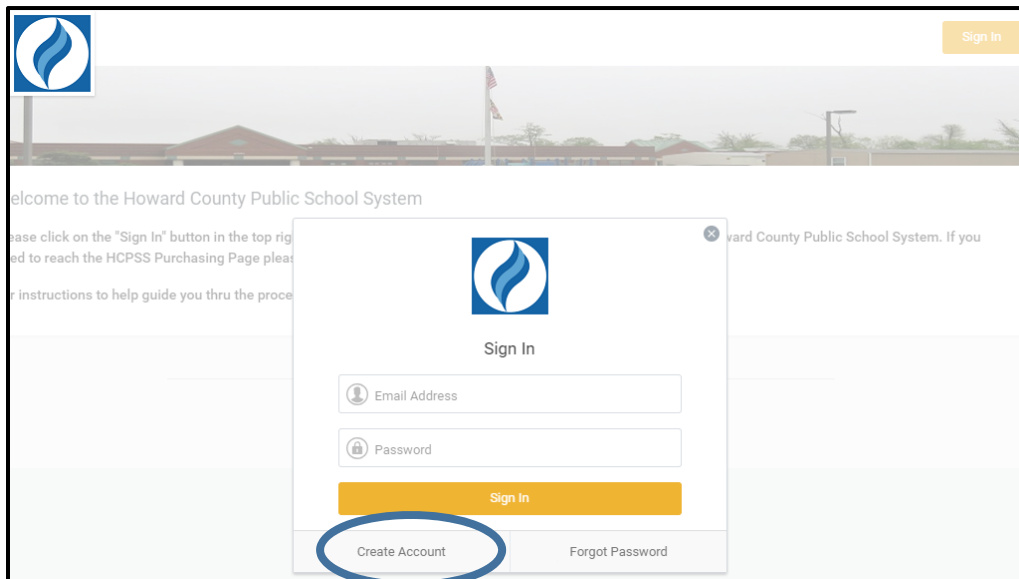
If you are not already on the landing page, please copy the following into your browser:

[https://wd1.myworkdaysite.com/supplier/hcps/HCPSS\\_Supplier\\_Registration](https://wd1.myworkdaysite.com/supplier/hcps/HCPSS_Supplier_Registration)

**Note:** This registration is only to be used by suppliers that have been notified or informed that they will do business with the Howard County Public School System (HCPSS).

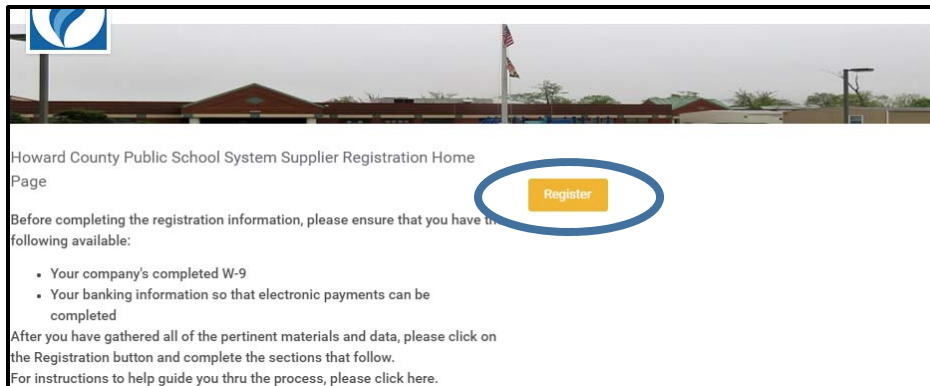
Suppliers interested in participating in the bid/competitive process should register with eMaryland Marketplace at <https://emaryland.buyspeed.com/bs/>

On the Supplier Registration landing page, click on the “Sign In” button that is in the top right hand corner. From there you will want to select the “Create Account” option. There is no *Save for Later* feature, so you will have to complete the whole registration form to submit.



In the Create Account screen, you will enter an email address and password to set up the account.

After you have successfully created your account, click on the “Home” button to reach the Registration Home Page where you will see notes on the left hand side that are helpful reminders to ensure your registration goes smoothly. Then click on the “Register” button in the middle of the page to begin the actual registration process.



## Business Information

Complete the following sections as they apply to your company. Anything that has a red star (\*) is mandatory and must be accurately completed.

**Business Name:** Enter the legal name of your company

**Supplier Category:** Select the appropriate category.

Digital Tools- any website, application or software that requires an account.

All Supplier Categories- if none of the other options apply.

Supplier Group: Select all that apply

Tax ID: Enter you company's Tax ID

Accepted Payment Types: Please only choose ACH or Check

Default Payment Terms: Choose the payment type you prefer

Accept All Currencies: Leave blank

Accepted Currencies: Type "USD"

Default Currency: USD

Add Primary Phone: Check the box

Phone Number: Complete box

Phone Device: Select Type of Phone

Email Address: Complete box – **all email correspondence will be issued to this address**

Website URL: Optional

Remit to Address-Country: Select appropriate country

Address Line

City

State

Postal Code

Mailing Address-Country: Select appropriate country

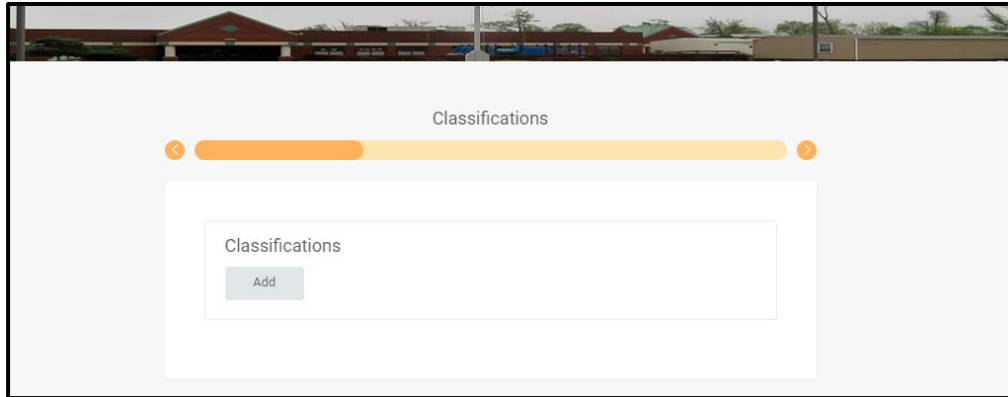
Address Line

City

State

Postal Code

## [Classifications \(Optional\)](#)



Click on the “Add” button to select any classifications you wish to denote.

Click on the blank box and search for United States of America.

Select a classification status if it applies. Otherwise remove the field and click on “Next” to move to the next page.

## Banking and Payments

Account Nickname: Enter what you want your specific banking information to be called

Payment Types: Select “ACH”

Country: United States of America

Account Type: Savings or Checking

Bank Name

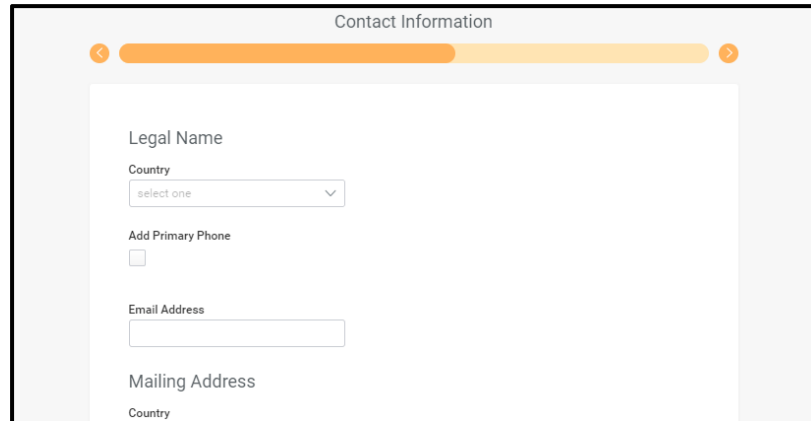
Routing Transit Number

Account Number

Bank Identification Code: Optional

Bank Instructions: Optional

## Contact Information (Optional)



Contact Information

Legal Name

Country  
select one

Add Primary Phone

Email Address

Mailing Address

Country

Country: United States of America

First Name

Last Name

Add Primary Phone: Check the box

Phone Number: Complete box

Phone Device: Select Type of Phone

Email Address: Complete box

Mailing Address-Country: Select appropriate country

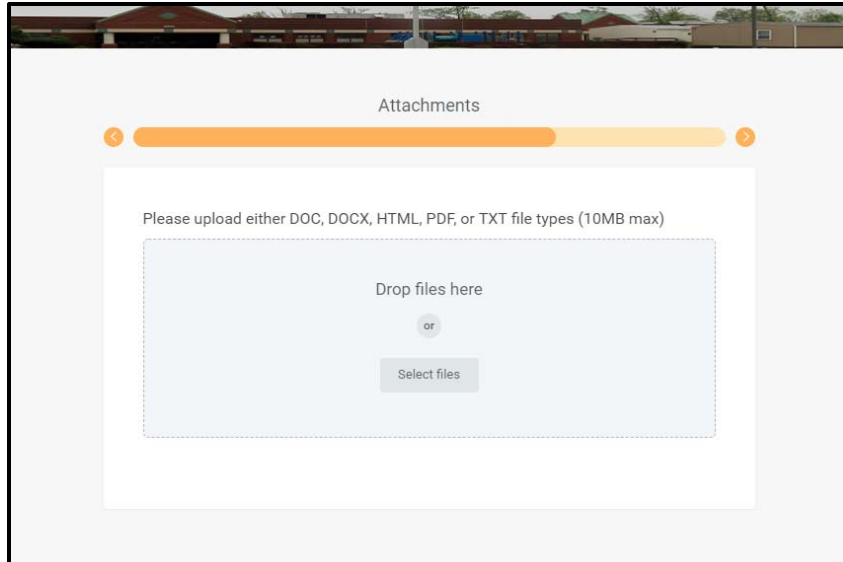
Address Line

City

State

Postal Code

## Attachments (Required)



Please upload your W-9 and any other pertinent data that you believe HCPSS will need to process your request.

## Signature

Accept Supplier Registration Disclaimer: Check the box

Signature: Complete

## Summary

Summary

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**Business Information**

**Business Details**

**Business Name**  
test

**Supplier Category**  
All Suppliers Category

**Payment Types**

**Accepted Payment Types**  
ACH

**Default Payment Type**  
ACH

**Currencies**

**Accepted Currencies**  
USD

Back Submit Remit-To Address

Review your data and click the “Submit” button to finalize the Supplier Registration.