Accept an eSettlements Agreement

Introduction
This job aid describes how the supplier administrator (PR EM SUPPLIER ADMINISTRATOR) accepts the eSettlements agreement.

Important Information
Before a supplier can accept the eSettlements agreement, the following must be completed:

- The supplier must have an eSettlements user ID and password, and log into the Supplier Portal.
- The supplier should have received the supplier notification email.

Navigation: Click the NavBar icon to far right of the Home Icon at the top of the screen. Next click the Navigator icon. Finally, you will navigate to eSettlements > Supplier Information > Review Agreement Details.

Review Agreement Details

The Supplier completes the following steps.

1. EnterUMICH as the buyer, and click the Search button. Click the UMICH link to the left of your agreement.
2. Click **Accept Agreement**.

3. You must click OK to confirm the agreement.

4. The Agreement Status changes to Accepted by Supplier.