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 the eSettlements user ID and password.
- The supplier should have received the supplier notification email.

Navigation: M-Pathways > Main Menu > eSettlements > Supplier Information > Review Agreement Details

Review Agreement Details

The Supplier completes the following steps.

1. Click the UMICH link.

Buyer Tab

2. Click Accept Agreement

Note: The Agreement Status changes to Accepted by Supplier.