



User Guide

HOW TO REGISTER FOR VENDORMATE CREDENTIALING



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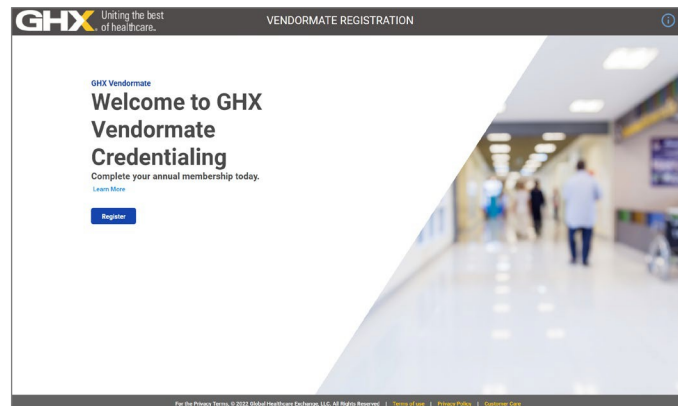
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HOW TO REGISTER YOUR COMPANY

STEP 1: Navigate to the web page or mobile app

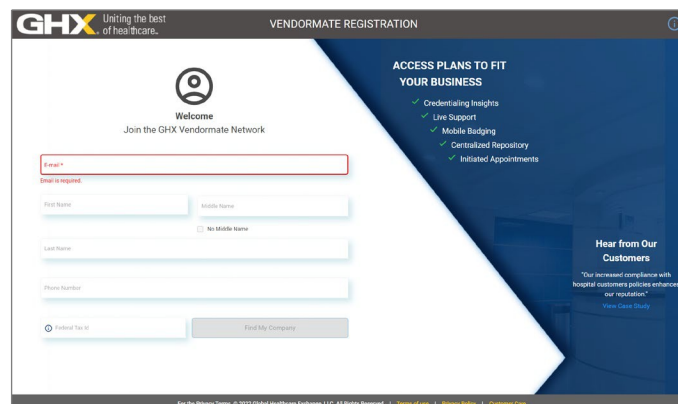
You can register online for Vendormate Credentialing from the web or in the GHX Vendormate Credentialing Mobile app.

- **To register on the web:**
Visit registersupplier.ghx.com.
- **To register from the Mobile app:**
Download the GHX Vendormate Credentialing Mobile app and click the **New Supplier Registration** link.



STEP 2: Input your information and find your company

1. Enter your email address, name and phone number.



- Have your employer's **Federal Tax ID** (also known as an EIN-Employer Identification Number) available before you begin. It is usually found on the company's W-9 or your 1099 Tax form.

Form W-9
Rev. December 2011
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name/registered entity name, if different from above

Check appropriate box for federal tax classification:

Individual sole proprietor S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, Partnership) ▶

Other (see instructions) ▶

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

Requester's name and address (optional)

City, state, and ZIP code

Employer identification number

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest and dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign this certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶ Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Cat. No. 10291X Form W-9 (Rev. 12-2011)

- Enter your company's nine-digit Federal Tax ID (without dashes or spaces) and click **Find My Company**.

If your company already exists in Vendormate Credentialing, the registered company details will display.

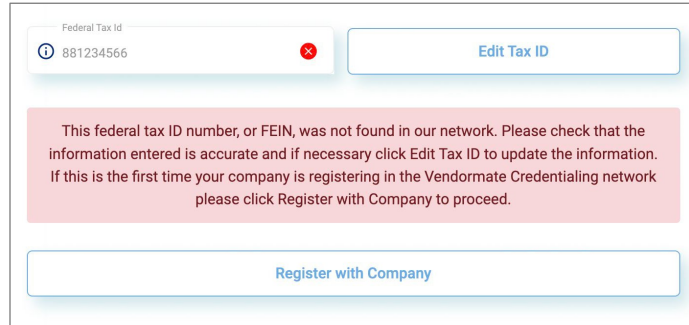
Federal Tax ID: 881234567

Express Surgical Tables
2333 W Saint Paul Ave Apt 125
Chicago, IL 60647-5343
US

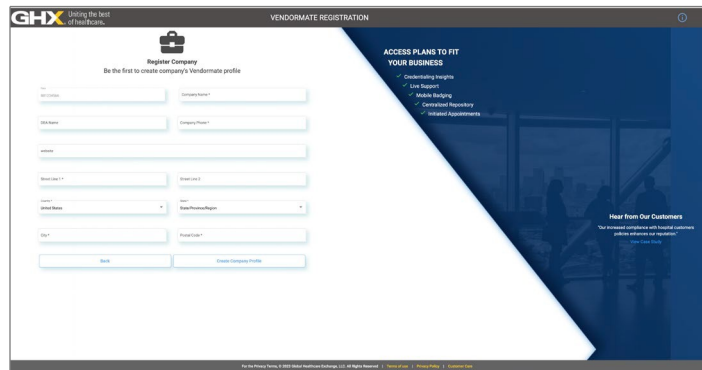
Register with Company

Your profile has been created and an **authentication link** will be emailed to you. Please click the link **within 48 hours** to confirm your profile and set a password. If the link expires, return to the registration page and enter your email to resend the link.

- If your company does not yet exist in Vendormate Credentialing, a 'not found' message displays, you will have an opportunity to add company details on the next page for a manual validation of the company's business identity. Click **Register with Company** to proceed and click **Continue** to create your company's Vendormate profile.

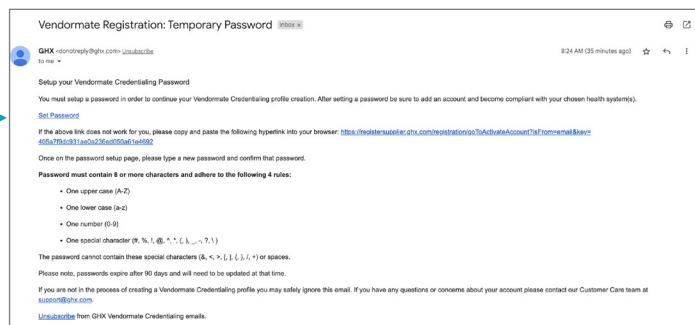


Note: For new company registrations, please allow at least 48 hours for our team to validate your company. If possible, please upload documentation from the IRS website to help expedite verification. You will receive an email with instructions on how to proceed once validation has completed.

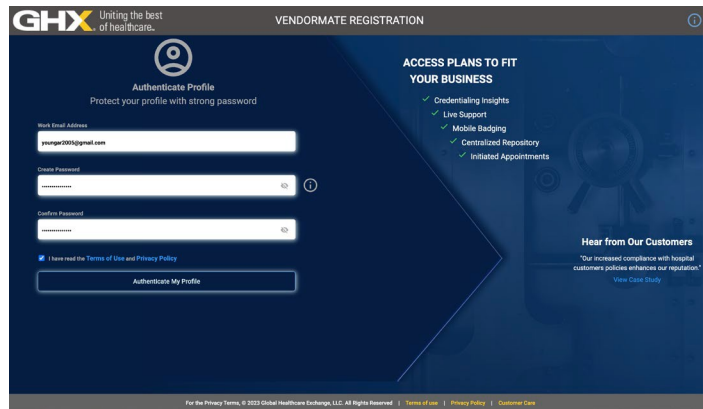


STEP 3: Authenticate your profile

- You will receive an email with a link to set up your password.

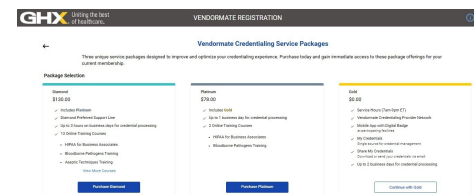
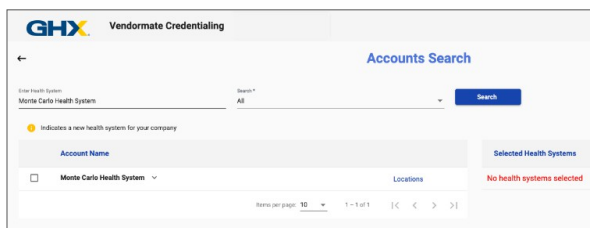
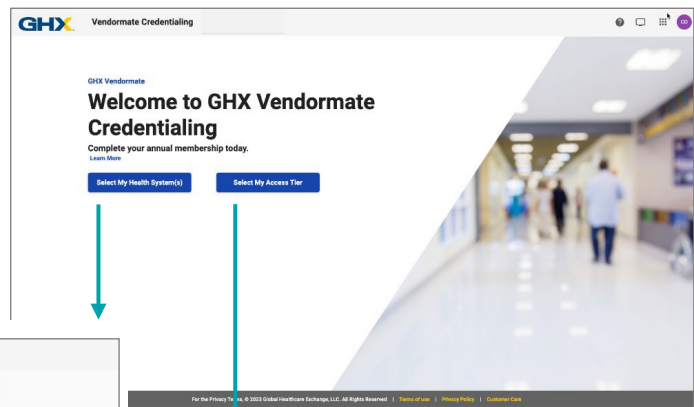


6. Create your password and click **Authenticate My Profile**.

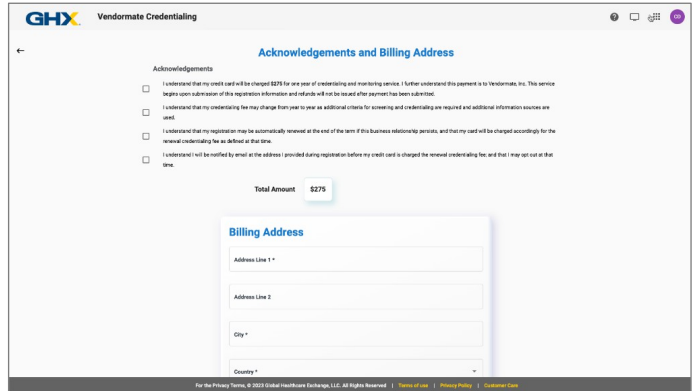


STEP 4: Select your access tier and/or register for health systems

7. Complete your Vendormate credentialing membership by selecting your **access tier & credentialing service package**, or by **registering for health systems** that you have a business relationship with, or plan to do business with, in the future.

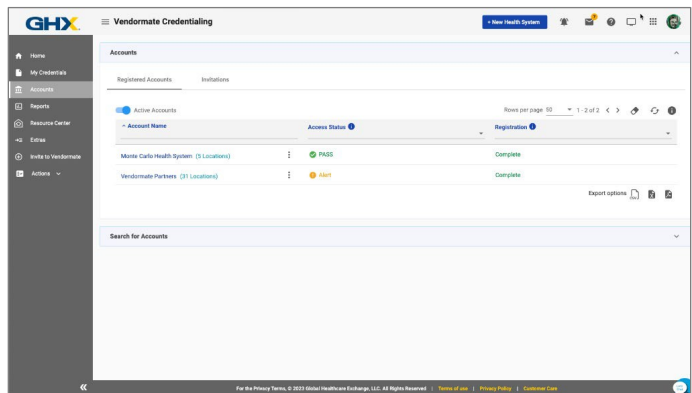


- You may be directed to the payment screen to pay for your annual membership. Payment is accepted online via credit card.

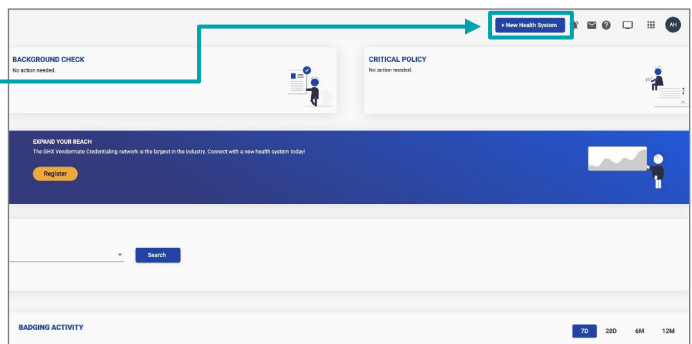


STEP 5: Complete credentialing requirements for individual health systems

- If you have added health systems, select the **Accounts** page to complete the relationship questions for each health system so you can view the list of documents to be supplied and policies to acknowledge to complete your credentialing requirements.



- You can add additional health system relationships at any time in the application by clicking the **+ New Health System** button on the top right side of the page.



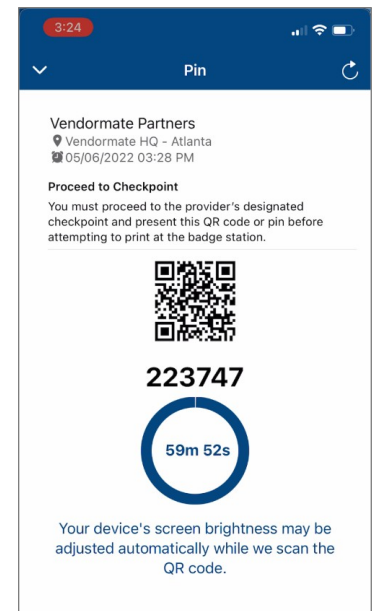
You're set!

HOW TO PLAN A VISIT

Before you visit a health system

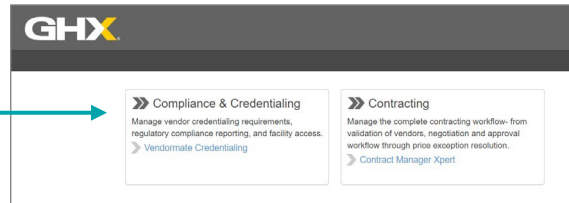
1. **Check if you need an appointment.** Many health systems require vendor representatives to schedule appointments beforehand; check with your contact before you make the trip out.
2. **Confirm all your documents are approved.** Return to your Vendormate profile and check that all documents have been approved on the **My Credentials** or **My Accounts** page.
3. **Download the GHX Vendormate Credentialing Mobile app** so you can use it for your badge at participating facilities.

- Use app to access a **QR code** to print your badge
- Or receive a **digital badge** via the app when you arrive



HOW TO RETURN TO YOUR PROFILE

1. To login after registration, visit login.ghx.com and select **Vendormate Credentialing** under **Compliance & Credentialing**.
2. Check out recent news and updates from Vendormate Credentialing, then select **Continue** to proceed to your profile. Should you need additional assistance, please let us know.



If you have any questions related to your registration, you can reach out to the GHX Vendormate Customer Care Support team

GHX Vendormate Customer Care Support

Email: support@ghx.com
(include Vendormate in the subject line)

Phone: 888-476-0377

Live Chat:

1. www.ghx.com
2. Technical Support
3. GHX Vendormate > Chat Us