

UC Berkeley vendoring registration for LRAP

Updated 9/24/25

To be able to receive an LRAP award, you **must** register as a “supplier” or “vendor” with the UC Berkeley Controller’s Office. We recommend that you complete this process as soon as you receive an email from the Controller’s Office. You should receive this email shortly after you submit your first LRAP application.

Promptly completing this process means you will receive your LRAP award via check or EFT as soon as possible. Waiting means you may not receive your funding in time for your first loan payment. If you do not complete this process, you cannot receive LRAP funding.

You may also [refer to the Vendoring Office’s instructions](#).

Instructions:

1. Be on the lookout for an email with the subject line **UC Berkeley - Domestic Supplier Registration Invitation**. The sender will be Do_Not_Reply@Berkeley.edu.
2. Click the **Register as a Supplier** link.
3. Step 1 of 6
 - a. Input the **Access Code** from the Invitation email.
 - b. Enter your **email** next to “Invitation Email ID”
 - c. Select that you represent an **Individual** entity (if this is grayed out, you can select **Business**).
4. Step 2 of 6
 - a. Unique ID & Company Profile
 - i. Enter your **Social Security Number** with no dashes or spaces in the “Tax Identification Number” slot. This is a secure portal—your information will be protected.
 - ii. Under “Entity Name,” enter your name as **Last Name, First Name**.
 - iii. Leave the “Additional Name” and “http://URL” questions blank.
 - b. Government Classifications
 - i. Leave blank.
 - c. Profile Questions
 - i. Click the magnifying glass next to “Supplier Federal Tax Classifications.” Select **Individual Proprietor**.
 - ii. For “UC Berkeley Staff Contact Name,” input **Amanda Prasuhn**.
 - iii. Under “UC Berkeley Staff Contact Phone,” input **510-643-1870**.

- iv. Under "UC Berkeley Staff Contact email address," input lraps@law.berkeley.edu.
- v. Answer the Conflict of Interest questions.
- vi. *If you answered yes to any of the Conflict of Interest questions, you must download, complete, and upload the form **Conflict of Interest Form**. You can download the form here:*
<https://supplychain.berkeley.edu/suppliers/conflict-interest-declaration>.
 - 1. Enter your name as the "proposed supplier" and identify which potential conflict of interest (A-F) applies to you. Expand further in the box below.
 - 2. Answer NO to all of the questions at the bottom of page 1. As a current or former UC Employee, or a relative of a UC Employee, you have not engaged in any decisions or transactions related to the Berkeley Law Financial Aid Office and/or LRAP *specifically*. You will not have any conflicts with LRAP. Check no to all and skip to the signature line.
 - 3. At the top of page 2, when asked to describe the goods & services being provided, you can state:
 - a. "I am registering as a vendor in order to participate in Berkeley Law's Loan Repayment Assistance Program. The UC Berkeley School of Law Financial Aid Office will be providing me with a reimbursement for student loan payments as part of their LRAP program."
 - b. Check NO for both questions following the description.
- vii. For the Certificate of Insurance, Click the magnifying glass and choose "I acknowledge." There is no need to upload a Certificate of Insurance.
- viii. Answer **No** to the Transcepta enrollment question.
- ix. Click the magnifying glass next to "Preferred Payment Option." Select either **EFT** or **CHECK**. Selecting EFT will allow you to receive your LRAP funds more quickly, and will avoid delays if you move and need to update your address.
 - 1. *If you select EFT, you must attach a photo or scanned copy of a **voided check** at the bottom of the page. If you have a "checkless" banking account, please attach a **bank verification letter** (you'll need to contact your bank and ask them to provide a letter stating you are the account holder). A bank statement is *not* sufficient documentation. Describe the attachment under "Attachment Description."*

2. If you select EFT but fail to upload a voided check or bank verification letter, your vendor registration will be delay.
- x. Answer **No** to Intellectual Property questions 1 and 2.
5. Step 3 of 6
 - a. Input your **Primary Address**.
6. Step 4 of 6
 - a. Click “Add Contact.” Input your **First Name, Last Name, email address, phone number**, and your preferred User ID for continued access to your vendor account.
7. Step 5 of 6
 - a. Input your **Banking Information** if you indicated you’d like to receive your LRAP funds via EFT. Enter your Bank Name, Account Type, Routing Number, and Account Number. Enter 001 for Bank ID Qualifier and 01 for DFI Qualifier. You can fill out the Bank Address if you’d like, but it is not required.
8. Step 6 of 6
 - a. Make sure your **email address** for communications is correct. Create a **password** so you can access your account later. This will be required if you have a change of address or any other contact information.
 - b. Read through the Terms of Agreement and click “Submit.”
9. You will receive an email from Do_Not_Reply@Berkeley.edu with the subject link “**UC Berkeley - Your Registration request has been submitted for approval.**”
10. Once the Controller’s Office reviews and approves your request, you’ll receive an email from Do_Not_Reply@Berkeley.edu with the subject line “**UC Berkeley - Supplier Registration Approved.**” If you did not provide sufficient documentation or more information is required, you may receive an email indicating what went wrong. Sign into your registration account, update the required information, and re-submit.
11. Once your registration is approved, the Berkeley Law Financial Aid Office will be able to request that your LRAP funds be disbursed.

If you need to list a staff contact name and/or email anywhere, please list Amanda Prasuhn, lrp@law.berkeley.edu.

Please contact lrp@law.berkeley.edu with any questions about completing the supplier registration.