




1. In order to process your grant payment, Emergency Assistance Foundation (EAF) will ask you to select a payment method and provide relevant information. You will receive an email from Tipalti@EmergencyAssistanceFdn.org with the subject line "Your grant payment – please register." Simply click the link in the email to create an account within the Tipalti payment portal. Be sure to look for the email in any filtered inboxes and spam/junk folders.

REGISTRATION

2. On the registration page, enter a password and select a security question and answer. Please save your password in a secure location.



The screenshot shows the registration page for the Emergency Assistance Foundation. At the top left is the EAF logo, and to its right is the text "EMERGENCY ASSISTANCE FOUNDATION". The main heading is "Registration". Below the heading is the instruction "Please select a password for your supplier user". The form contains the following fields: "Email address" (a greyed-out input field), "Password" (a white input field), "Confirm password" (a white input field), "Security question" (a dropdown menu with the option "What is your mother's maiden name?"), and "Security answer" (a white input field). At the bottom of the form is a "Submit" button.

3. After successfully registering, click the link to log in. Log in using your email address and password. If you need to reset your password, click 'Forgot Password.'



The screenshot shows a confirmation message from the Emergency Assistance Foundation. At the top left is the EAF logo, and to its right is the text "EMERGENCY ASSISTANCE FOUNDATION". The main heading is "Registration Completed". Below the heading is the text "Thank you for registering. [Click here](#) to login."



PROVIDE ADDRESS & PAYMENT INFORMATION

- After logging into the payment portal for the first time, you will need to enter your information. **Please note that you will need to enter all information using Roman alphabet characters.**

On the first form, enter your name and address, and then click 'Next.'

On the second form, select a payment method, enter the required information for the method you have selected, and then click 'Next.'

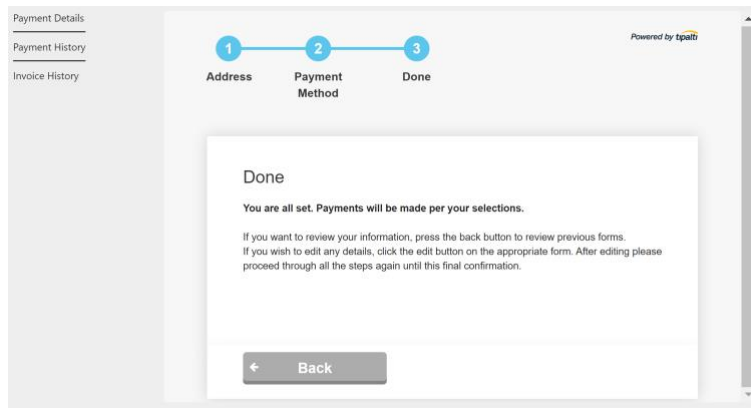
Available payment methods vary by country. All of the options available in your country will appear in the 'Payment Method' dropdown and may include the payment methods listed below.

If a processor fee is noted for a selected payment method, that amount will be deducted from your payment by the payment processor (not Emergency Assistance Foundation). Emergency Assistance Foundation recommends that you choose a payment method with no processor fee if possible.

- **Direct Deposit / ACH** – A payment made directly to your bank account (inside the United States). Requires a bank account.
- **eCheck / Local Bank Transfer** – A payment made directly to your bank account (outside the United States). Requires a bank account.
- **Wire Transfer** – A payment made directly to your bank account, which may be slightly faster than the two methods listed above but incurs a processor fee. Requires a bank account.



- **Check** – A paper check that is mailed to you and can then be deposited into your bank account or cashed at a check cashing facility.
 - **PayPal** – A payment made to your PayPal account, which can then be transferred to your bank account or used directly to pay for goods and services that accept PayPal. You do not need a bank account to set up a PayPal account. This payment method incurs a processor fee.
5. After you have successfully completed the Address form and Payment Method form, you will reach the 'Done' screen.



When logged into your account, you will be able to track any payments sent to you and modify your payment details as needed. To view your payment details and history, utilize the links on the left side of the portal.

To log into the portal at any time, visit <https://suppliers.tipalti.com/EmergencyAssistance/account/login>.

If you have technical questions related to the payment portal, please contact Tipalti Support at Support@Tipalti.com or 1-650-319-8999.

For questions related to your grant, please contact Emergency Assistance Foundation at ApplicantSupport@EmergencyAssistanceFdn.org or 1-888-303-4369.