



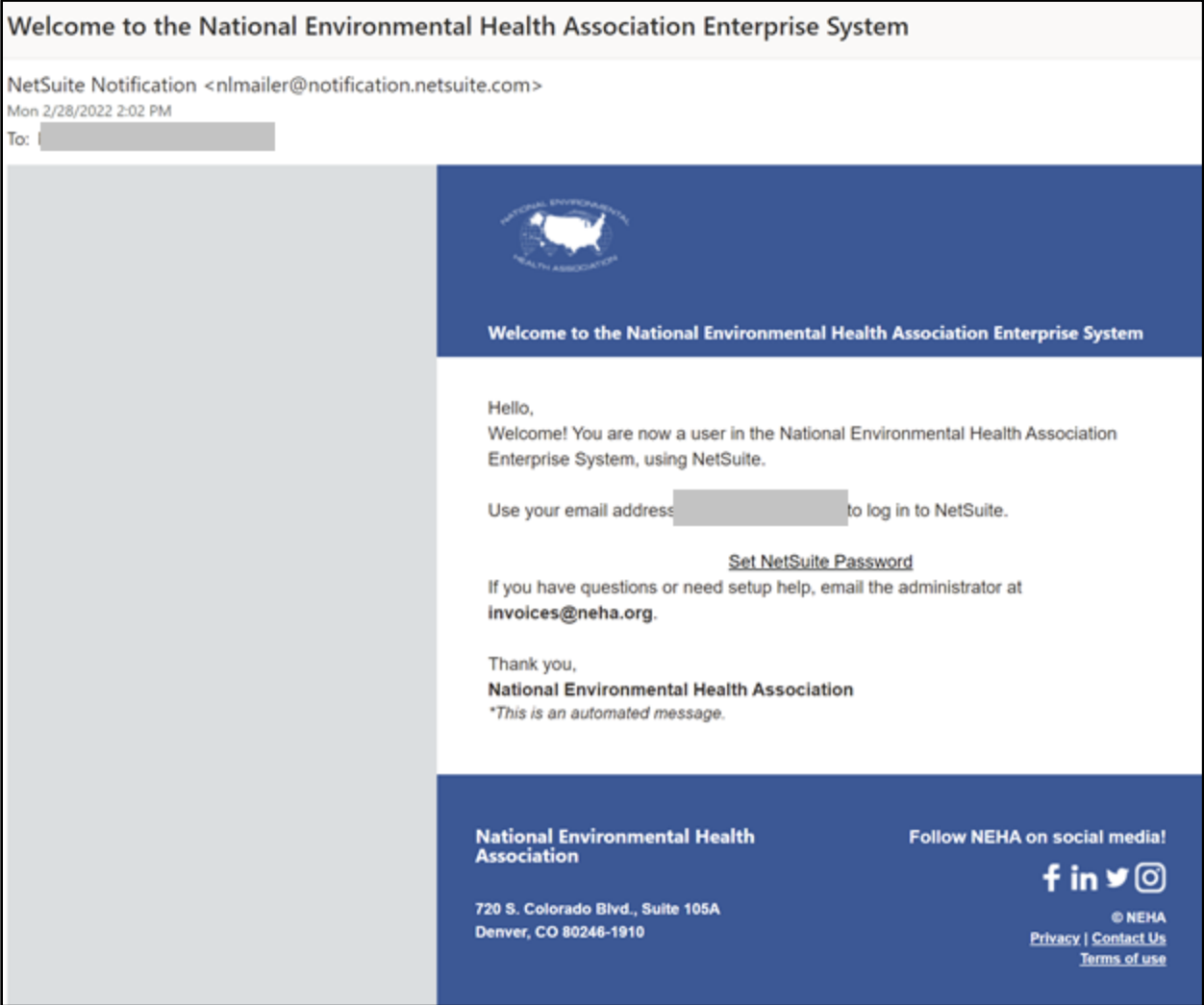
One-Time NetSuite Setup

v 7/26/2022

As you begin work on your approved NEHA-FDA RFFM Grant(s), as a one-time action step for all of your awards, the grant Point-of-Contact (POC) will need to complete your agency’s payment information in NEHA’s secure payment site (NetSuite), which includes your preference for direct deposit payments (Automated Clearing House /ACH) or paper checks.

The NEHA NetSuite signup process will begin with an email you will receive from NEHA, normally after you have submitted your first *Advance Payment* or *Reimbursement Request*. The link will be active for 72 hours - contact invoices@neha.org for an updated email, if needed.

- The email will contain the subject line “Welcome to National Environmental Health Association Enterprise System (see the screenshot below).
- The ‘From’ email address will be “NetSuite Notification <nlmailer@notification.netsuite.com>”



- From the Oracle NetSuite webpage, please create a new password, as follows:

ORACLE NETSUITE

Please enter your new password now.

New Password

Confirm Password

Password Criteria

Does not contain illegal characters

Is at least 10 characters long

Contains at least 3 of these 4 character types:

- Uppercase alpha characters (A, B, ... Z)
- Lowercase alpha characters (a, b, ... z)
- Numbers (1, 2, 3, 4, 5, 6, 7, 8, 9, 0)
- Non-alphanumeric ASCII characters (!@#\$%^&*.;~'` "*/\+?-_,|=()[]{}<>)

New passwords match

Continue

- Click **Continue**.

ORACLE NETSUITE

Your password has been set. Now you can log in.

- You will receive a follow-up email confirming your password was successfully set up.

NetSuite Password Set Up Successful

NetSuite Notification <nmailer@notification.netsuite.com>
Tue 3/1/2022 5:14 AM
To: [redacted]

ORACLE NETSUITE

NetSuite Password Set Up Successful

Hello,

You have successfully set up the password for NetSuite user [redacted]
You can now log in.

If you do not recognize this activity, please contact your NetSuite administrator.

Thank you,
The Oracle NetSuite Team

*This is an automated message.

ORACLE NETSUITE

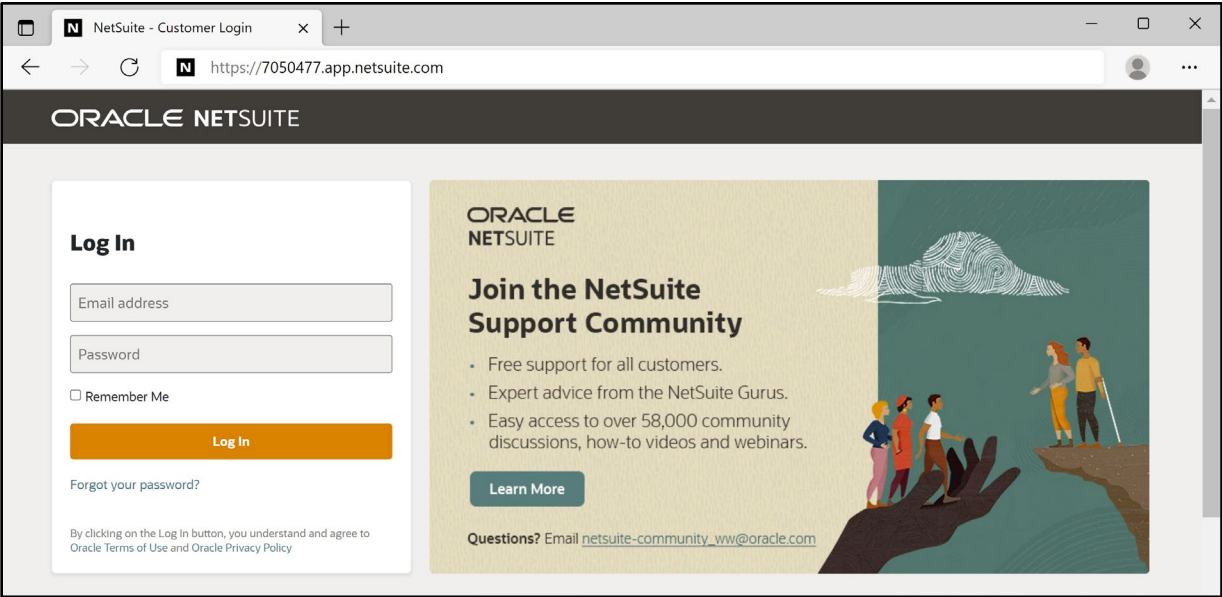
2300 Oracle Way
Austin, TX 78741
United States

Follow NetSuite on social media!

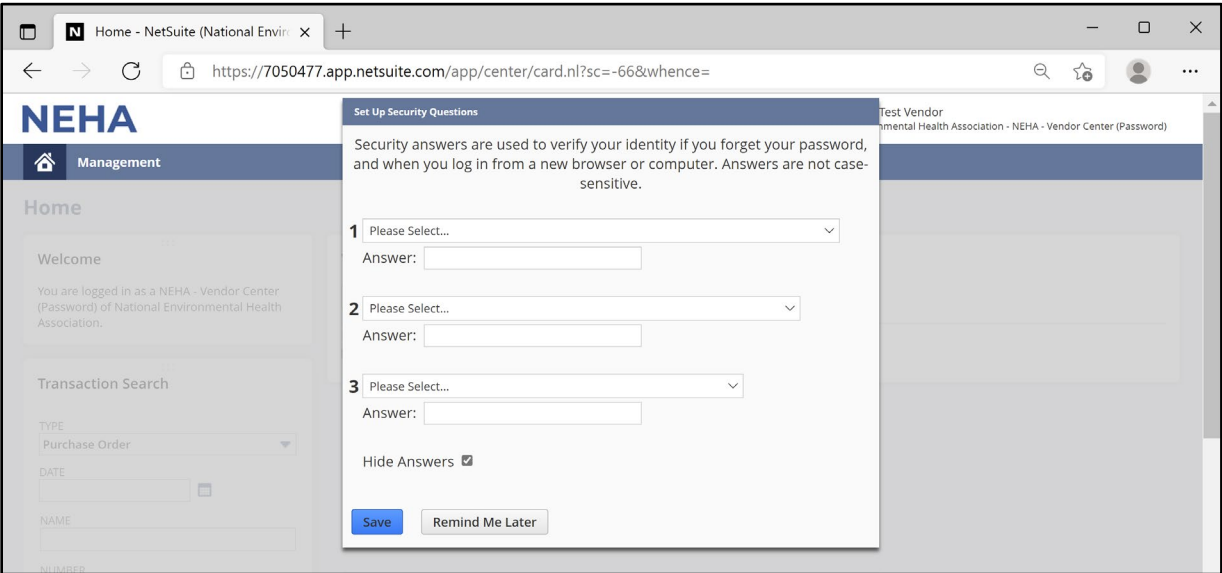
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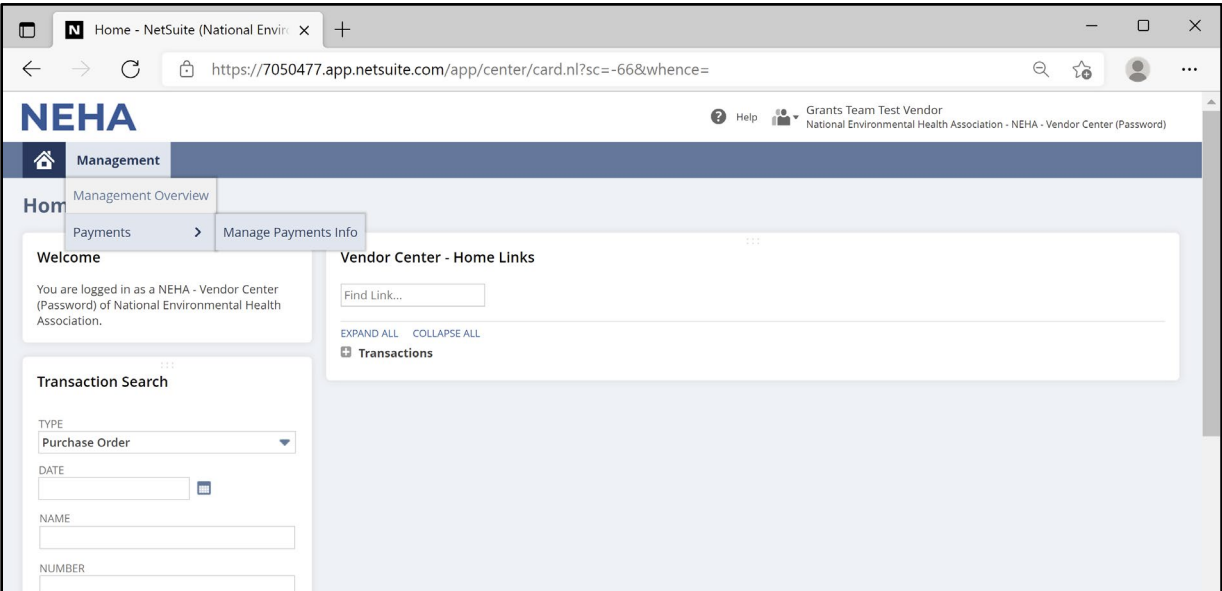
- Once you receive the “NetSuite Password Set Up Successful” email, navigate to <https://7050477.app.netsuite.com> and login with your email address and password. Depending on the information that you entered, these credentials may be different from your login with the NEHA-FDA RFFM Grant Portal.



- You will be prompted to set up security questions.



- Complete the security questions, then click **Save**.
- Next, select **Management > Payments > Manage Payments Info**.



- As per the screenshots below:
 - Complete the Payment Preference field, selecting ACH for Direct Deposit, or Check to receive a paper check in the mail.
 - If you choose ACH (Direct Deposit), the Banking fields are required. If you choose Check, the Banking fields are optional.

Manage Payment Info - NetSuite

https://7050477.app.netsuite.com/app/site/hosting/scriptlet.nl?script=417&deploy=1&compid=7050477&whence=

NEHA

Help Grants Team Test Vendor
National Environmental Health Association - NEHA - Vendor Center (Password)

Management

Manage Payment Info

More

Save

Grants Team Test Vendor

Current Primary Payment Information

Payment Preference:

Bank Name: -

Bank Account Number: -

Bank Number: -

Bank Account Type: -

Current Address for check delivery

Grants Team Test Vendor
12345 Main Street
City NY 12345
United States

To update your Current Primary Payment Information, please complete the form.

PAYMENT PREFERENCE *

BANK NAME

BANK ACCOUNT NUMBER

ROUTING NUMBER

BANK ACCOUNT TYPE

Manage Payment Info - NetSuite

https://7050477.app.netsuite.com/app/site/hosting/scriptlet.nl?script=417&deploy=1&compid=7050477&whence=

NEHA

Help Grants Team Test Vendor
National Environmental Health Association - NEHA - Vendor Center (Password)

Management

Manage Payment Info

More

Save

Grants Team Test Vendor

Current Primary Payment Information

Payment Preference:

Bank Name: -

Bank Account Number: -

Bank Number: -

Bank Account Type: -

Current Address for check delivery

Grants Team Test Vendor
12345 Main Street
City NY 12345
United States

To update your Current Primary Payment Information, please complete the form.

PAYMENT PREFERENCE *

- New -

ACH

Check

ROUTING NUMBER

BANK ACCOUNT TYPE

Manage Payment Info - NetSuite

https://7050477.app.netsuite.com/app/site/hosting/scriptlet.nl?script=417&deploy=1&compid=7050477&whence=

NEHA

Help Grants Team Test Vendor
National Environmental Health Association - NEHA - Vendor Center (Password)

Management

Manage Payment Info

More

Save

Grants Team Test Vendor

Current Primary Payment Information

Payment Preference:

Bank Name: -

Bank Account Number: -

Bank Number: -

Bank Account Type: -

Current Address for check delivery

Grants Team Test Vendor
12345 Main Street
City NY 12345
United States

To update your Current Primary Payment Information, please complete the form.

PAYMENT PREFERENCE *

ACH

BANK NAME

My Bank Name

BANK ACCOUNT NUMBER

000000000000

ROUTING NUMBER

111111111111

BANK ACCOUNT TYPE

Checking

- Once all information has been entered, click on **Save**.

Manage Payment Info - NetSuite

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🔒 https://7050477.app.netsuite.com/app/site/hosting/scriptlet.nl

NEHA

?

 Help

🏠

Management

Manage Payment Info

✓

Thank you!

Payment information submitted successfully!
Your information will be updated in a few seconds.

OK