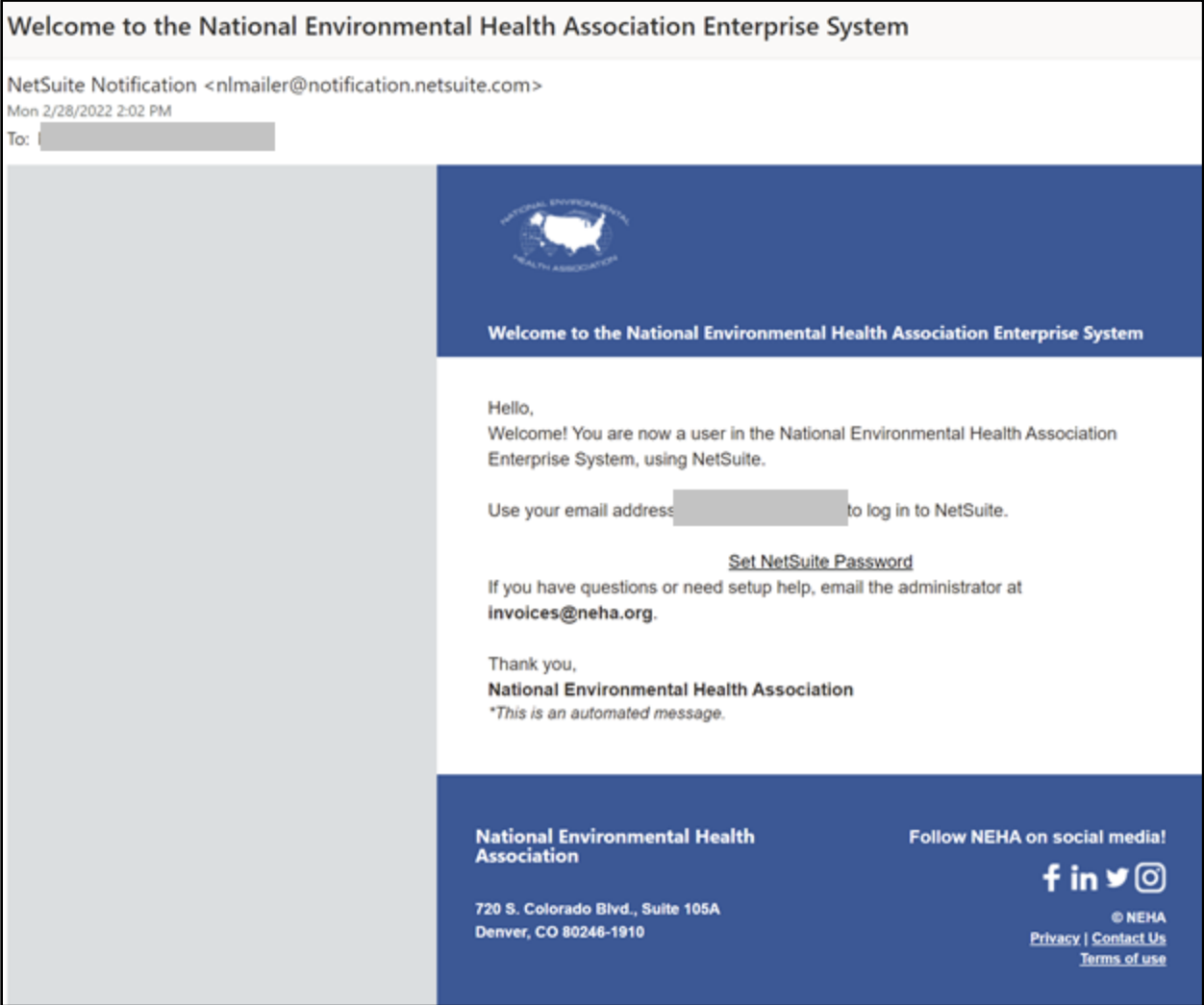# One-Time NetSuite Setup

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>"

Welcome to the National Environmental Health Association Enterprise System

NetSuite Notification <nlmailer@notification.netsuite.com>
Mon 2/28/2022 2:02 PM
To:

Welcome to the National Environmental Health Association Enterprise System

Hello,
Welcome! You are now a user in the National Environmental Health Association Enterprise System, using NetSuite.

Use your email address _____ to log in to NetSuite.

Set NetSuite Password
If you have questions or need setup help, email the administrator at
invoices@neha.org.

Thank you,
National Environmental Health Association
This is an automated message.

National Environmental Health Association

720 S. Colorado Blvd., Suite 105A
Denver, CO 80246-1910

Follow NEHA on social media!

f in 🐦 ⦿

© NEHA
Privacy | Contact Us
Terms of use

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

- Click **Continue**.

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

- 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.
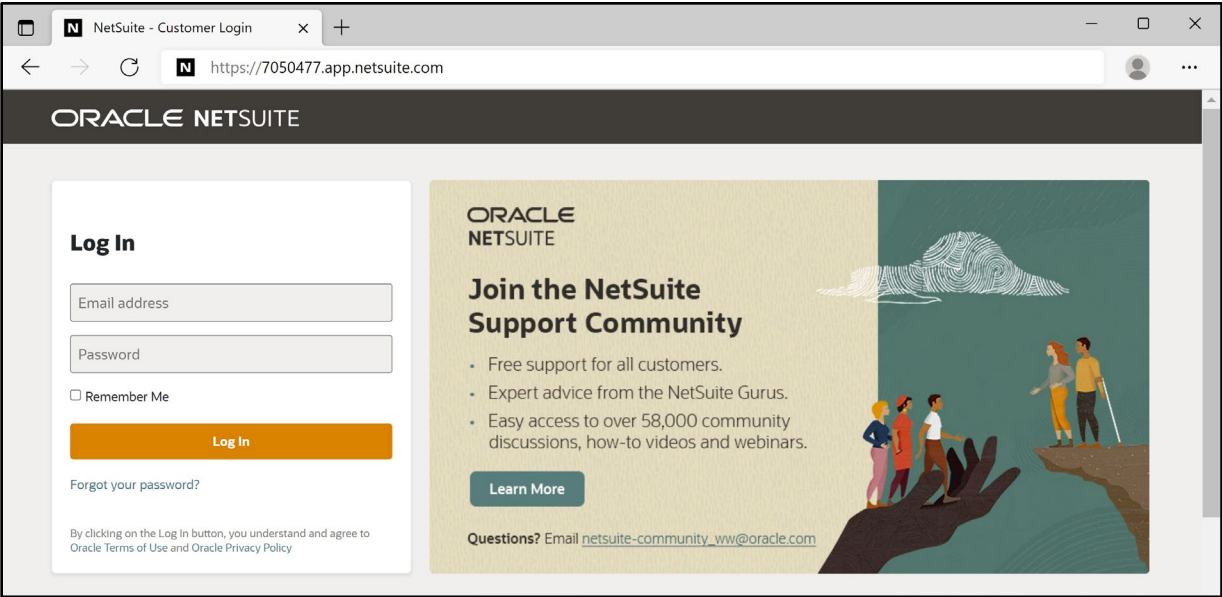
- You will be prompted to set up security questions.
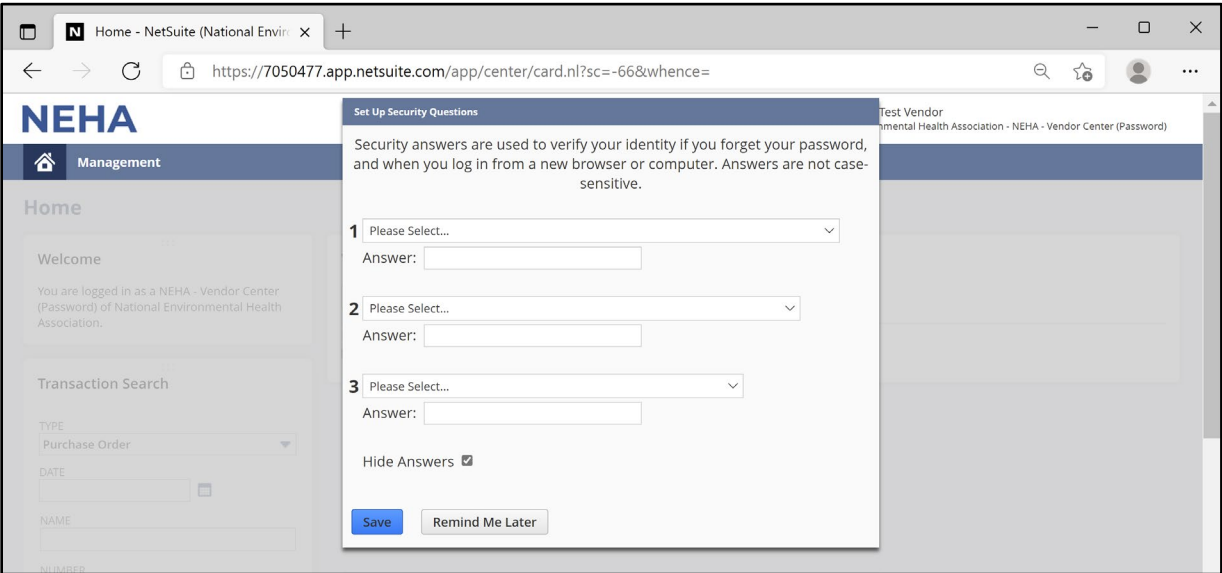
- Complete the security questions, then click **Save**.
- Next, select **Management** > **Payments** > **Manage Payments Info**.
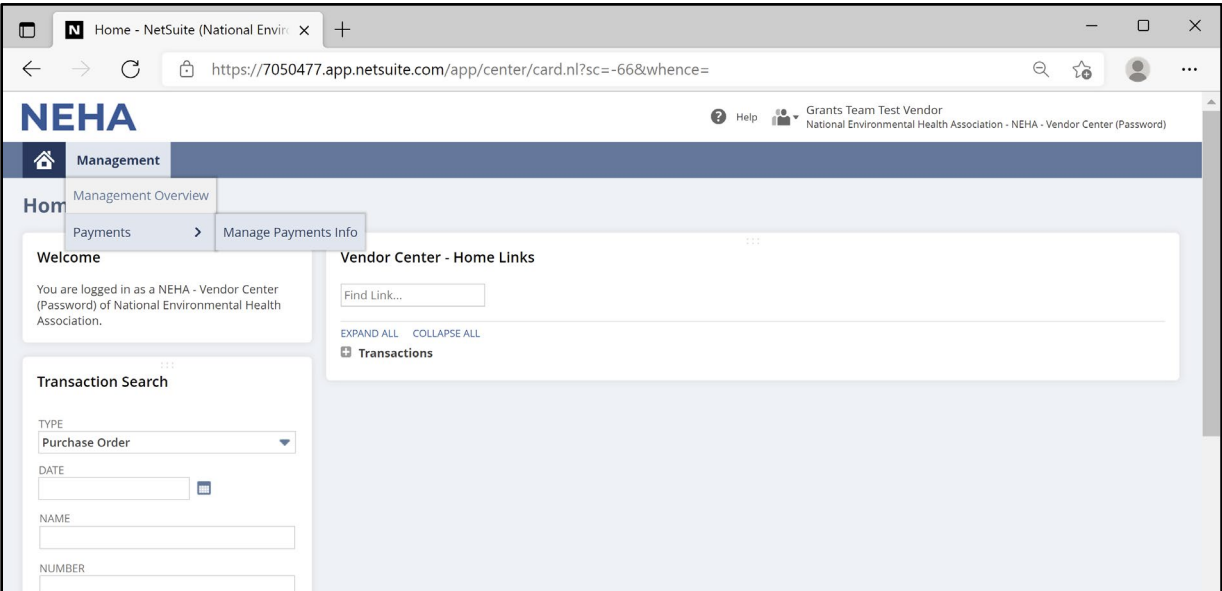
- As per the screenshots below:
    - Complete the Payment Preference field, selecting ACH for Direct Deposit, or Check to receive a paper check in the mail.
    - If you choose ACH (Direct Deposit), the Banking fields are required. If you choose Check, the Banking fields are optional.

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

NEHA

Management

Manage Payment Info

✓ **Thank you!**
Payment information submitted successfully!
Your information will be updated in a few seconds.

OK