

Registration Instructions for NIH Reviewers to Receive Reimbursement and Honoraria for Participation in NIH Peer Review

The NIH has implemented a simplified and secure registration process for reviewers to receive reimbursement and honoraria for their valued participation in NIH peer review meetings. If you are not registered in this system — the Secure Payee Registration System (SPRS) — NIH will be unable to disburse your reimbursable expenses and honoraria.

The NIH Office of Financial Management controls this secure payment site. However, *only you can access this page containing your information, using your eRA Commons username and password.*

To complete the registration process you will need:

- Your NIH eRA Commons account username and password
- Your financial institution account and routing number

Notes:

- If you have forgotten your Commons account login name, please contact Commons Support at **1-866-504-9552**.
- If you have forgotten your Commons password, click on '[Forgot Password/Unlock Account?](#)'.

STEP 1. UPDATE HOME ADDRESS

- Log in to your eRA Commons account at <https://commons.era.nih.gov/commons/>.
- Click on the Personal Profile tab located on the left side of the screen.
- Go to the Reviewer Information section and click on Edit.
- Go to the Home Address section and fill out the fields shown. Fields marked with an asterisk are required fields. It is extremely important that the address entered here is your **current residential address**.
 - Foreign reviewers, this address is needed to process the wire transfer.
 - U.S. reviewers, this is the address where your tax documentation from the NIH will be sent.
- Click on Save All at the top of the screen.
- Once you enter information in the required fields, the 'Go to the Secure Payment Registration System.' link becomes active at the bottom of the Reviewer Payments section. Click on this link.

Home Address

You must provide a home address to be paid for your work as a reviewer. This address should be the same as the one you use for filing your Federal income tax. Once you have entered your address, you will be able to register in the Secure Payee Registration System (SPRS).

*Street Address

*City

*Country

*State

*Zip Code

*Phone

*Email

Reviewer Payments

Reviewer payments are made through the Secure Payee Registration System (SPRS). You must set up your bank account and other payment information there.

[Go to the Secure Payee Registration System](#)

STEP 2. UPDATE SECURE PAYEE REGISTRATION SYSTEM

- The Secure Payee Registration System screen below will appear.

NIH National Institutes of Health
Office of Financial Management

SPRS
Secure Payee Registration System for SREA

Peer Reviewers


Please respond to the questions below as completely as possible to ensure prompt and accurate payment.

Reviewer Name/ID ?	New Registration (TIBERIUSKIRKJ) [Log Out]
Registration Status ?	New Registration
Registration Date	N/A; Last modified: N/A

The US Government **requires** that payments be made by electronic funds transfer (EFT) through the Automated Clearing House (ACH) network for all domestic payments. Please enter the information requested below for your ACH-enabled US bank account. Refer to the image at right to help locate your Routing number and Account number on one of your personal checks. If you do not have a US bank account and you are not a permanent US resident, please select the alternate option below.

My permanent residence is outside the US, and I do not have a US bank account. ?

Secure Payee Registration System, Version 1.3.2, 30 November 2015; [About SPRS] [Frequently Asked Questions]

- In box 1, enter your U.S. Social Security Number (no dashes, just nine digits). If you do not have a Social Security Number, check the box that states, 'I do not have a U.S. Social Security Number.'
- If you have a U.S. bank account, **enter your account number, routing number and account type** (even if you don't live in the U.S.) and you will be reimbursed via direct deposit.
- If your permanent residence is outside the U.S. **and** you do not have a U.S. bank account, click the 'My permanent residence is outside the U.S.' radio button and your registration will be reviewed by the NIH Office of Financial Management. The SRO/Specialist will send you a wire transfer form. Please complete and return this form to the SRO/Specialist. Note: if you do have a U.S. bank account, you CAN register for SPRS using these instructions and receive your payment using this platform.
- Remember to click the 'submit' button to finalize the registration.
- It is important to click on 'Log Out' next to your reviewer name near the right-hand top of the screen.
- If you have questions, please click on the  icon for a list of Frequently Asked Questions.

Your registration is complete! Payment will be sent to you electronically via direct deposit to your U.S. bank account, or by wire transfer if you live outside the U.S. and you don't have a U.S. bank account.
