

## Notification to MSLRP Providers

To be eligible to receive Michigan State Loan Repayment Program payments, the following requirements must be met:

### 1. Electronic Funds Transfer Registration Requirement and Completion of a W-9 Form:

All providers (vendors) participating in the Michigan State Loan Repayment Program **must immediately** register for electronic funds transfer (EFT) on the Michigan Department of Technology, Management and Budget's (DTMB) MAIN Vendor System. This will allow MSLRP payments to be electronically deposited into your personal checking or savings account.

- The Department's Budget and Accounting Division **WILL HOLD YOUR CONTRACT** until they see that you are registered on DTMB's MAIN Vendor System, so do it today to ensure you receive your contract.

This is what you need to do:

- Go to DTMB's "Contract & Payment Express" (C&PE) website at: [www.mi.gov/cpexpress](http://www.mi.gov/cpexpress).
- Click on "Go to C&P Express" on the Welcome page.
- Click on "New Users" on the C&PE Home page.
- Follow the instructions to create a "Unique User ID." It must start with a "v", must be 8 characters long, and must contain at least one number.
- Enter your Social Security Number in the "Tax Identification Number (TIN)" field.
- Identify your "TIN type" as a Social Security Number and follow the remaining instructions including submission of a pre-filled electronic W-9 form. Include your **home** address; not your practice site and your email address.
- Enter your banking information and submit the prefilled authorization form electronically.

An email will be sent to the email address entered. The email will contain a link that you can use to create your password for this website so that you can re-access your record as necessary.

If you need assistance in using DTMB's C&PE Website:

- **Call the OFM Help Desk** at (517) 373-4111 (Lansing area) or (888) 734-9749, **or**
- **Email the OFM Help Desk** at [dmb-vendor@michigan.gov](mailto:dmb-vendor@michigan.gov).

### 2. Provider Address and Name Change Requirements:

All MSLRP providers (vendors) must notify **both** the Department of Technology, Management and Budget and the MSLRP Office when an address or name change occurs.

- Notify **DTMB** by making address or name changes on the C&PE website. Access the website as needed by entering the User ID and password on the website located at [www.mi.gov/cpexpress](http://www.mi.gov/cpexpress). This will change your information on DTMB's MAIN Vendor System.
- Notify the **MSLRP Office** by emailing Linda Collins, MSLRP Provider Information Coordinator, at [CollinsM11@michigan.gov](mailto:CollinsM11@michigan.gov). If you need to talk with her, she can be reached at (517) 241-2559. This will change your information in the MSLRP Database. The new information will be used to create your Payment Vouchers.

Please be sure to notify **both** the DTMB and the MSLRP Office. Your name and address on DTMB's MAIN Vendor System must appear the same as that used by the MSLRP Office to create your Payment Vouchers. Only when they are the same will you receive your MSLRP payment.