

POLICIES AND PROCEDURES

SRPS Guide and Compensation Policy

PROGRAM: NATIONAL, INTERNATIONAL, SPECIAL, ARRANGED, PRIVATE | PRODUCT: THE ACT |
AUDIENCE: TESTING STAFF

Scope: This guide covers basic Supplier Registration and Payment System (SRPS) information and ACT® compensation policy for test center staff, including:

- How ACT pays testing staff
- Methods of payment
- Compensation rates
- Taxes
- What you need to do in SRPS
- Creating an account
- Changing your email address
- Checking and changing your mailing address
- Finding additional help

Note: *This document is not intended for California testing staff. California testing staff should follow the established process with their payroll service provider.*

How ACT Pays Testing Staff

ACT uses our online SRPS to pay all suppliers. A *supplier* is any individual, organization, or business that provides services for ACT. For example, test coordinators, room supervisors, proctors, sign language interpreters, readers, transcribers, and facility staff (e.g., security and custodial) are classified as suppliers.

To work for ACT, a supplier must:

- Have an email address
- Have an account in SRPS (<https://srps.act.org>)
- Agree to the terms and conditions

ACT reserves the right to update its payment processes and procedures, including the terms and conditions, at any time. Check the SRPS for updates or modifications.

Methods of Payment

In the United States, US territories, and Puerto Rico, payment is issued in the form of direct deposit or pay card. Outside those locations, payment is issued by wire or by check.

Compensation Rates

Current compensation rates are provided to the test coordinator, who provides that information to all staff.

Taxes

Consistent with applicable federal law, ACT characterizes suppliers as independent contractors for tax purposes. Accordingly, ACT does not withhold income tax, FICA, or other amounts from payments made to suppliers.

All payment information is reported by ACT to the IRS and/or other applicable government agencies as required by law based on the supplier's country of citizenship and/or residence.

As required by IRS guidelines, ACT issues 1099-NEC forms to all suppliers who are or have ever been considered US persons and that receive cumulative payments of at least \$600 in a calendar year regardless of whether the work was performed in the US or abroad. Suppliers receiving less than \$600 in a calendar year do not receive 1099-NEC forms.

What You Need to Do in SRPS

This table shows what you need to do in SRPS:

When	Action to take in SRPS
Before the FIRST test date that you work	Create and activate an SRPS account and register as a supplier—ONE time only!
Before EACH test date that you work (and any time there is a change)	Make sure the information in your account is up to date, including: • Email address • Mailing address • Payment method • Bank account (if payment method is direct deposit) Note: <i>If this information is not current, payment, tax information, and other communications from ACT will be delayed.</i>
Test coordinator: After you work a test date	Submit the staff payment request for that test date. Notes: • <i>Some programs require you to submit the payment request via a paper form instead of in SRPS.</i> • <i>If you are a room supervisor, proctor or other staff member, do nothing in SRPS.</i>

How to Create an SRPS Account

Note: *Do this only once. If you already have an SRPS account, DO NOT create another. Creating multiple SRPS accounts will cause significant payment delays. If you are unable to log in to your existing account, contact ACT Test Administration for assistance.*

Take the following steps to create your SRPS account:

1. Enter the web address <https://srps.act.org> in your browser's address bar.
2. At the Sign in page, select **Sign In/Sign Up**.
3. On the next page, select **Sign Up**.
4. On the ACT Central Page do the following:
 - a. Complete the Account Information.
 - **Note:** *What you enter for a Primary Email Address will be your User ID.*
 - b. Read and agree to the ACT's *Terms and Conditions*.

5. Select **Send Verification Email**.
6. Check your email for the Set Password Email and click on **Set Password Page**.
7. Create your password.
8. Select **ACT Central** for SRPS, CCRIS, and Supplier Engagement.
9. Log in with your email and the password you created.
10. Select the **SRPS** box.
11. Select **My Supplier Registration**.
12. Select a method of payment (required).
13. Enter your social security or taxpayer identification number (required).
14. When you finish, log out. You are now a registered supplier for ACT.

How to Change Your Username

To update the email associated with your username, please go to <https://success.act.org/s/contactsupport> and request that your username be changed.

Note to test coordinators: *Changing your email address in SRPS also changes it with ACT. However, changing your email address with ACT (e.g., sending us an email, submitting profile or renewal forms) does NOT change it in SRPS. Both email addresses MUST MATCH to be able to access rosters and submit payment requests.*

How to Update Your Mailing Address

To update the mailing address in your profile, take these steps:

1. Log in to your SRPS account.
2. Select **My Supplier Information**.
3. Select the **Account Tab** at the top far left of the screen.
4. Select **Address Book** at the left side of the screen.
5. Select **Update**.
6. Enter your new mailing address.
7. Select **Save**.

Additional Help

If you need assistance with SRPS or payments, see the *SRPS Help Documents* at <http://forms.act.org/host/srps/helpdocs.html> or contact ACT Test Administration.

If you experience difficulty with SRPS on test day, please wait until Tuesday or after to contact ACT Test Administration. By waiting to troubleshoot SRPS issues until after the test date, our staff can assist test coordinators who have urgent test date issues. Payment issues are important, and we want to be sure we have the time to help. We appreciate your cooperation.

Hours of operation:

- Monday-Friday: 8 a.m.–5 p.m.
- Saturday test day: 6 a.m.–3 p.m.
- Sunday test day: 6 a.m.–11:30 a.m.

Note: *All hours of operation are Central time.*

Phone:

- US and Canada: 800.553.6244, ext. 1510
- Outside US and Canada: 319.337.1510

Note: *Toll-free numbers are for testing staff. Do not give the number to examinees or parents.*

Email:

- US, US territories, and Puerto Rico: TestACT@act.org
- International locations: OSUS@act.org

Note: *On the Friday of the test date, OSUS@act.org is monitored from 6 p.m. to 12 midnight, Central time. Phone support is not available during those extended hours.*