SRPS Guide and Compensation Policy for Testing Staff

This Guide
This guide covers basic Supplier Registration and Payment System (SRPS) information and ACT’s 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

How ACT Pays Testing Staff
ACT uses our online Supplier Registration and Payment System (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 Supplier Registration and Payment System 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-MISC forms to all suppliers who are or have ever been considered United States persons and that receive cumulative payments of at least $600 in a calendar year regardless if the work was performed in the United States or abroad. Suppliers receiving less than $600 in a calendar year do not receive 1099-MISC forms.

What You Need to Do in SRPS

This table shows what you need to do in SRPS:

<table>
<thead>
<tr>
<th>When</th>
<th>Action to take in SRPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the <strong>first</strong> test date that you work</td>
<td>Create and activate an SRPS account and register as a supplier—<strong>One time only!</strong></td>
</tr>
</tbody>
</table>
| 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: If this information is not current, payment, tax information, and other communications from ACT will be delayed.* |
| After you work a test date | Use this table to determine what to do. |

<table>
<thead>
<tr>
<th>If you are...</th>
<th>Do this in SPRS</th>
</tr>
</thead>
</table>
| the test coordinator | Submit the staff payment request for that test date.  
  *Note: Some programs require you to submit the payment request via a paper form instead of in SRPS.* |
| a room supervisor, proctor, or other staff member | Nothing! |
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 up for an ACT account.
3. On the Create an ACT Account page, do the following:
   a. Complete the Account Information.
      Note: What you enter for Primary Email Address will be your User ID.
   b. Complete the Security Settings.
   c. Read and accept the ACT Account Terms and Conditions.
4. Select the Continue button.
   You are automatically logged out of SRPS and a confirmation email is sent to your Primary Email Address. Your account is created but not yet activated.
5. Follow the directions in the email to activate your account.
6. Once the account is activated, log back in and select My Supplier Registration.
7. Select a method of payment (required).
8. Enter your Social Security or Taxpayer Identification number (required).
9. When you finish, log out. You are now a registered supplier for ACT.

How to Change Your Email Address

For security purposes, ACT cannot change your email address in SRPS—you must do it yourself. To do so, take these steps:

1. Log in to your SRPS account using the current (old) email address.
2. Select My Account; then select Change Primary Email.
3. Make your changes, then select Update Account to save them.

Note: Your email address is also your User ID. Changing the email address changes the User ID.

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 Check Your Mailing Address

To check 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.
How to Change Your Mailing Address

To change your mailing address, email ACT Test Administration and include both the (old) address that is currently on your profile and the new address.

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 provide assistance. We appreciate your cooperation.

Hours of Operation

Use the table below to determine when ACT Test Administration staff are available.

<table>
<thead>
<tr>
<th>If you are calling on …</th>
<th>The hours are …</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>8:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Saturday test day</td>
<td>6:00 a.m. – 3:00 p.m.</td>
</tr>
<tr>
<td>Sunday test day</td>
<td>6:00 a.m. – 11:30 a.m.</td>
</tr>
</tbody>
</table>

Note: All hours of operation are central time.

Phone

Use the table below to determine how to contact ACT Test Administration by phone.

<table>
<thead>
<tr>
<th>If you are …</th>
<th>Call …</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the United States or Canada</td>
<td>800.553.6244, ext. 1510</td>
</tr>
<tr>
<td>Outside the United States or Canada</td>
<td>319.337.1510</td>
</tr>
</tbody>
</table>

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

Email

Use the table below to determine how to contact ACT Test Administration by email.

<table>
<thead>
<tr>
<th>If you are in …</th>
<th>Email …</th>
</tr>
</thead>
<tbody>
<tr>
<td>The United States, US territories, or Puerto Rico</td>
<td><a href="mailto:TestACT@act.org">TestACT@act.org</a></td>
</tr>
<tr>
<td>International locations</td>
<td><a href="mailto:OSUS@act.org">OSUS@act.org</a></td>
</tr>
</tbody>
</table>

Note: On the Friday of the test date, OSUS@act.org is monitored from 6:00 p.m. to until 12:00 midnight, central time. Phone support is not available during those extended hours.