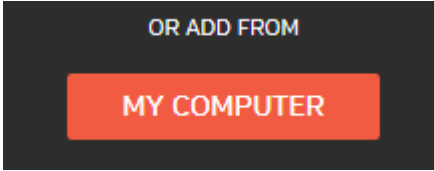

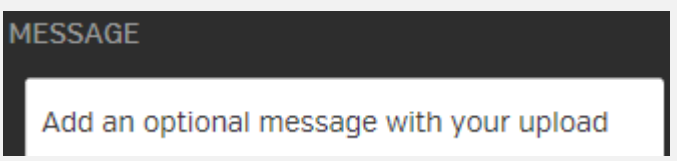

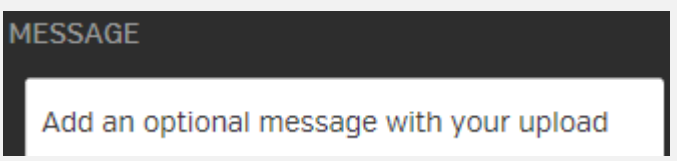

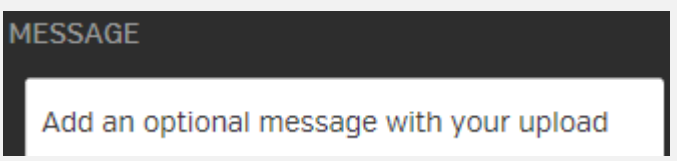
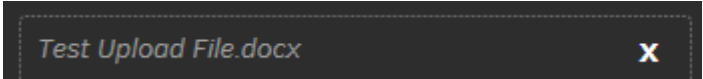



## SUPPLIER/PAYEE ONBOARDING – HIGHTAIL INSTRUCTIONS

STEP	ACTION											
1	<p>Complete the Payee Information Form and any other applicable forms (such as W-9 or W-8). Save to your computer's hard drive.</p> <p><b>Important Note: Please include ALL applicable files for your setup (Payee Information Form, W-9, W-8, etc.) in ONE Hightail submission. To avoid a significant delay, DO NOT submit separately.</b></p>											
2	<p>Browse to Hightail: <a href="https://www.hightail.com/u/PayeeUSA">https://www.hightail.com/u/PayeeUSA</a></p>											
3	<p>Select the ADD FROM MY COMPUTER button</p> 											
4	<p>Browse to where you recently saved your completed Payee Information Form and select Open</p>											
5	<p>Enter your contact information as follows:</p> <table border="1" data-bbox="222 906 1696 1354"> <thead> <tr> <th data-bbox="222 906 436 950"></th> <th data-bbox="436 906 974 950"></th> <th data-bbox="974 906 1696 950"></th> </tr> </thead> <tbody> <tr> <td data-bbox="222 950 436 1062">Full Name</td> <td data-bbox="436 950 974 1062">Enter your first and last name</td> <td data-bbox="974 950 1696 1062" rowspan="2">  </td> </tr> <tr> <td data-bbox="222 1062 436 1182">Email:</td> <td data-bbox="436 1062 974 1182">Enter your email address</td> </tr> <tr> <td data-bbox="222 1182 436 1354">Message:</td> <td data-bbox="436 1182 974 1354">This field is optional and can be left blank</td> <td data-bbox="974 1182 1696 1354">  </td> </tr> </tbody> </table>				Full Name	Enter your first and last name		Email:	Enter your email address	Message:	This field is optional and can be left blank	
Full Name	Enter your first and last name											
Email:	Enter your email address											
Message:	This field is optional and can be left blank											
6	<p>The uploaded file will display as shown below:</p> 											

Important: Do not close the page or click the back button while this is displayed.

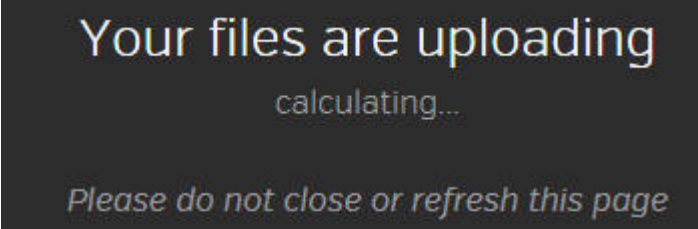
7	If...	Then...
	You have additional files to upload (such as W-9, W-8 or W-8BEN)	Select the 'ADD MORE FILES' link and repeat step 5 for all additional files. 
	You have no additional files to upload	Continue to step 8.

8



9

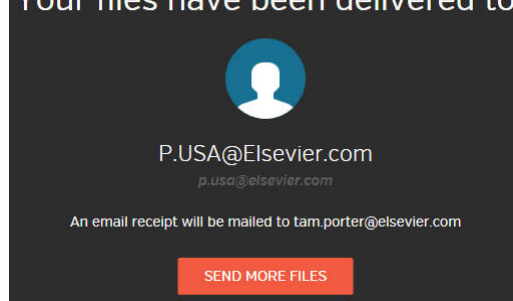
As files are uploading, you'll see the following "in progress" message:



Important: Do not close the page or click the back button while this is displayed.

10

Your files have been delivered to the following confirmation page:



11

You will also receive an email confirmation from [delivery@spaces.hightailmail.com](mailto:delivery@spaces.hightailmail.com) notifying you your file has been delivered. All uploaded file names will be listed.

Please Note: You may also receive a communication from an Elsevier representative (via email or phone) asking you to verify the banking change request is valid. Please comply as this is to confirm the request received is not fraudulent.